A Security Pricing System For:

Estate & Gift Tax Evaluations

Single Security Pricing & Portfolio Reporting

Reorganization Information

Cost Basis Accounting

IRS Mode

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Welcome to APPRAISE.Asp

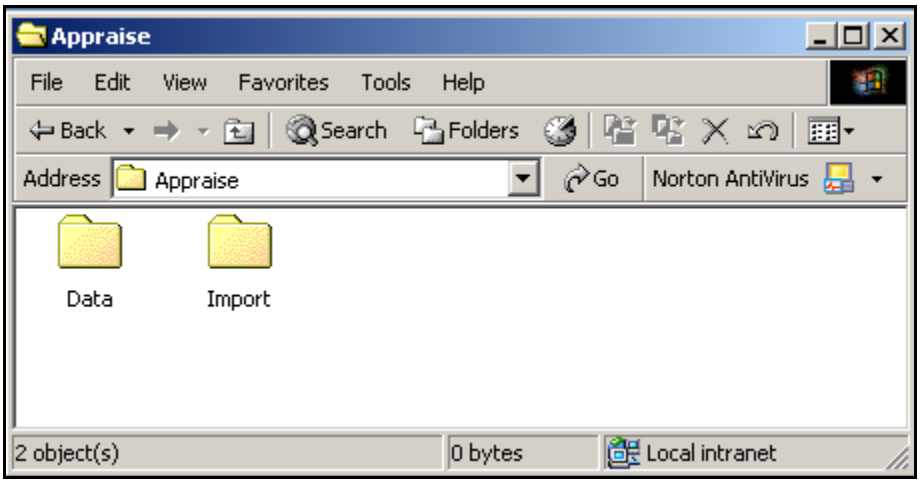
This "WebTop" version of Appraise allows you full access to our complete software package with one simple click of a button. Appraise.Asp offers 128-bit encryption, allows long filenames, and accepts both Ticker Symbols and CUSIP™ numbers. Appraise.Asp (Application Service Provider) means the application is running on the host computer. The data is stored on your computer. When you logon with your username and password, the appraise directory on your computer is uploaded to our secure host computer. When the user is finished, the data is moved back to the local computer and is deleted from the host computer.

Pre-Installation Requirements

- Internet connection faster than 100kb (DSL, Cable, ISDN, T1)
- Firewall Port 1494 open for inbound/outbound traffic
- Creation of folder(s)
  \Appraise
  \Appraise\Data
  \Appraise\Import
- Full access to the appraise folder
- Microsoft Internet Explorer 5 or greater
- Ability to access www.appraisenj.com

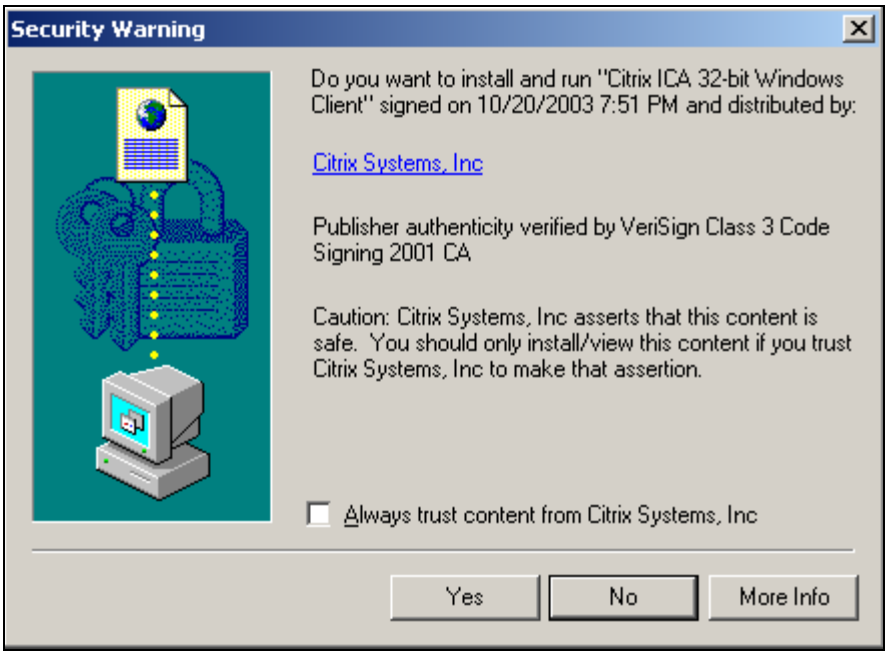
Creating Appraise.Asp Directory Structure

Create the Appraise directories by clicking on the My Computer icon on your desktop. Select the drive you want to store your data. Go to file; select New, then Folder. Name this folder Appraise. Double click on the Appraise folder, go to file, and select New, then Folder. Name this folder Data. Do this once more and name the folder Import.



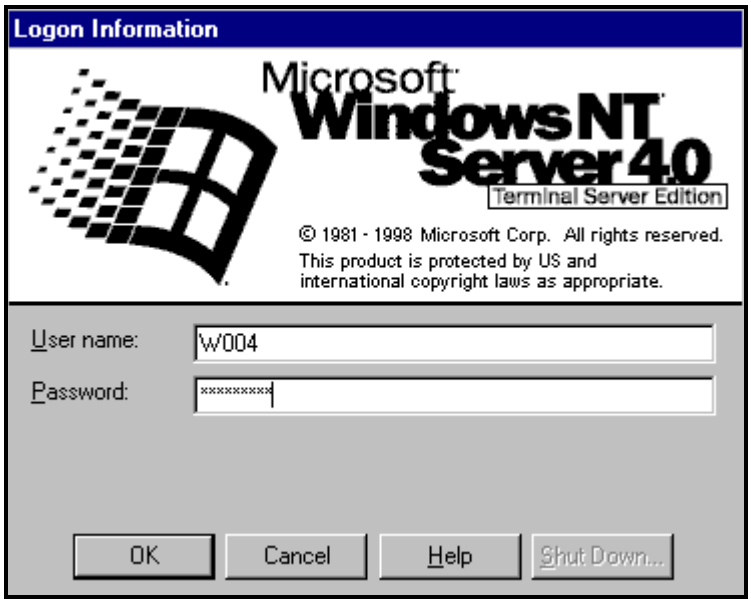
Initializing Appraise.Asp

Go to www.appraisenj.com
Under the Application tab select **Appraise.Asp**. Or click on **Logon to Appraise.Asp** on the right-hand side beneath Contact Us.
Next, Click on **Start Appraise.Asp Now**
Citrix will attempt to download a file, click Yes.


Security Warning
Do you want to install and run "Citrix ICA 32-bit Windows Client" signed on 10/20/2003 7:51 PM and distributed by:
Citrix Systems, Inc
Publisher authenticity verified by VeriSign Class 3 Code Signing 2001 CA
Caution: Citrix Systems, Inc asserts that this content is safe. You should only install/view this content if you trust Citrix Systems, Inc to make that assertion.
Always trust content from Citrix Systems, Inc
Yes
No
More Info

Citrix will download and install on your computer the Citrix ICA Web Client; this allows you to connect to our access server to run Appraise over the Internet.

Upon successful download of the web client a Logon Window will appear. Enter your User name and Password provided by Evaluation Services, Inc. Your User name and Password are case sensitive and must be entered using ALL CAPS.



This will bring you to a screen asking you to select a product.

The **Appraise** Program is used for Estate & Gift Tax, as well as Historical Pricing, Cost Basis, Capital Changes, and Issue Research. The **Dividend Reinvestor** Program is used for calculation of dividends that were reinvested. **Reorg From To** collects all Reorganization data within a specified date range. **1040/1041 Income Calculator** provides the necessary information to assign dividends to a decedent's final income tax return and to the estate or trust return, including capital changes. **Florida Intangible Tax** provides closing prices on equities and bid pricing on bonds. **UniTrust** provides mean pricing for UniTrust valuations. If this is your first time using our service, select **Appraise**.

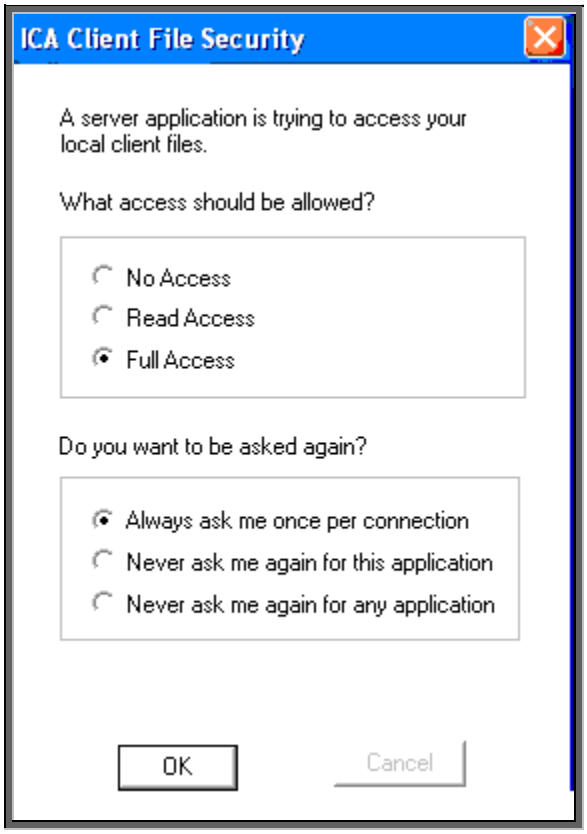
NEWS! NEWS! NEWS! PLEASE READ!
An 'IDLE TIMER' has been implemented. After fifteen (15) minutes a warning will be issued. You will have two (2) minutes to respond or you will be disconnected. **If disconnected all unsaved work will be lost!**
If you are disconnected from APPRAISE.ASP or exit incorrectly you can now reenter APPRAISE.ASP if you reconnect using the same workstation.
OK

This message informs you that if you are 'Idle" for 15 minutes during a session you will be disconnected.

After selecting Appraise, a message about missing directories is displayed, click OK.

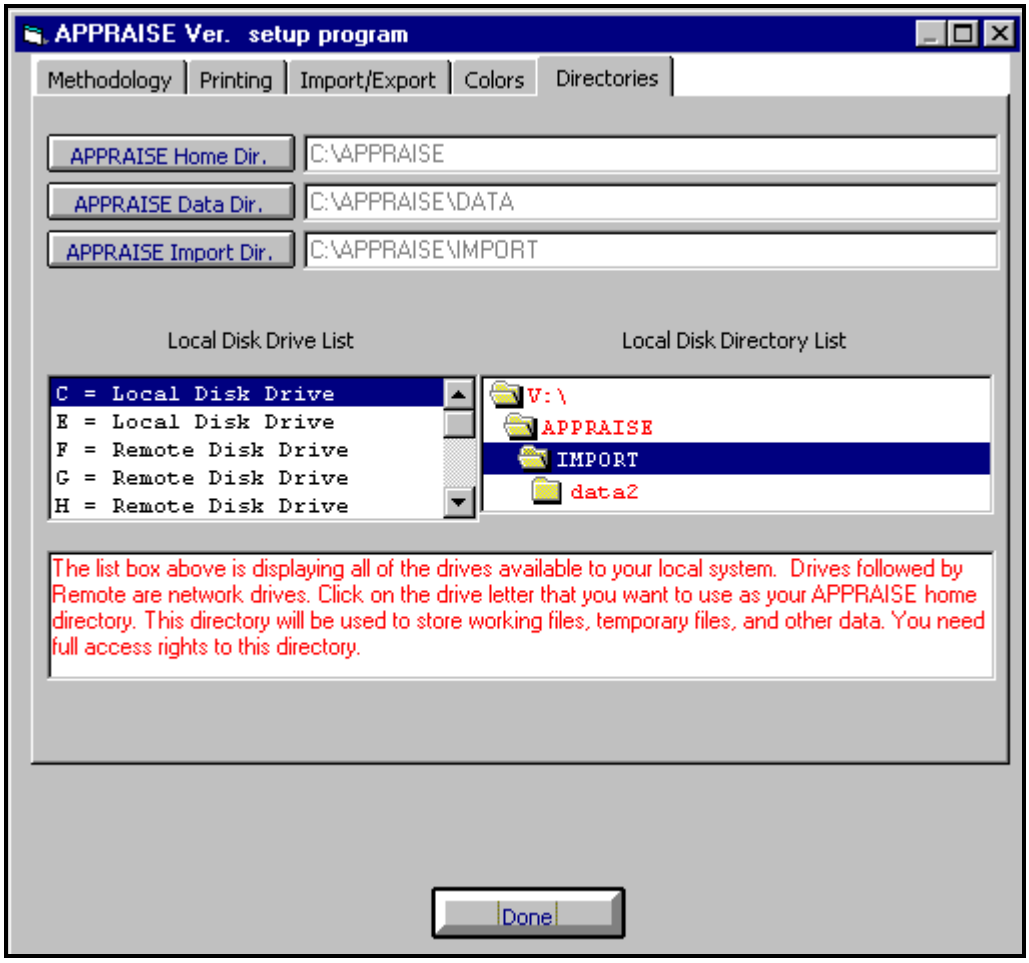
Select data Drive and Directory
There are missing directories on your system! The APPRAISE home directory is missing! The APPRAISE data directory is missing! The APPRAISE import directory is missing! Click on the OK button below and follow the instructions for selecting the disk drive and directories.
OK

This will bring you to the directory tab of the system setup. As you click on the drive where your data will be stored, a file access window will pop up.


ICA Client File Security
A server application is trying to access your local client files.
What access should be allowed?
No Access
Read Access
Full Access
Do you want to be asked again?
Always ask me once per connection
Never ask me again for this application
Never ask me again for any application
OK
Cancel

It is imperative to answer this question as Full Access. You may also want to select 'Never ask me again for this application' to prevent other users from selecting No, or Read Access.

Setting Appraise.Asp Directories


APPRAISE Ver. setup program
Methodology
Printing
Import/Export
Colors
Directories
APPRAISE Home Dir.
C:\APPRAISE
APPRAISE Data Dir.
C:\APPRAISE\DATA
APPRAISE Import Dir.
C:\APPRAISE\IMPORT
Local Disk Drive List
Local Disk Directory List
C = Local Disk Drive
E = Local Disk Drive
F = Remote Disk Drive
G = Remote Disk Drive
H = Remote Disk Drive
V:\
APPRAISE
IMPORT
data2
The list box above is displaying all of the drives available to your local system. Drives followed by Remote are network drives. Click on the drive letter that you want to use as your APPRAISE home directory. This directory will be used to store working files, temporary files, and other data. You need full access rights to this directory.
Done

You are now ready to set the directories. Click on the Appraise Home Directory button then click on the appraise folder located to the right in the Local Disk Directory List. This will set Appraise as the Home directory. Next click on the Appraise Data Directory button on top then select Data. Do the same for the Import directory, then click Done. Note: the V:\ drive listed in the Local Disk Directory List represents your drive on our Access Server.

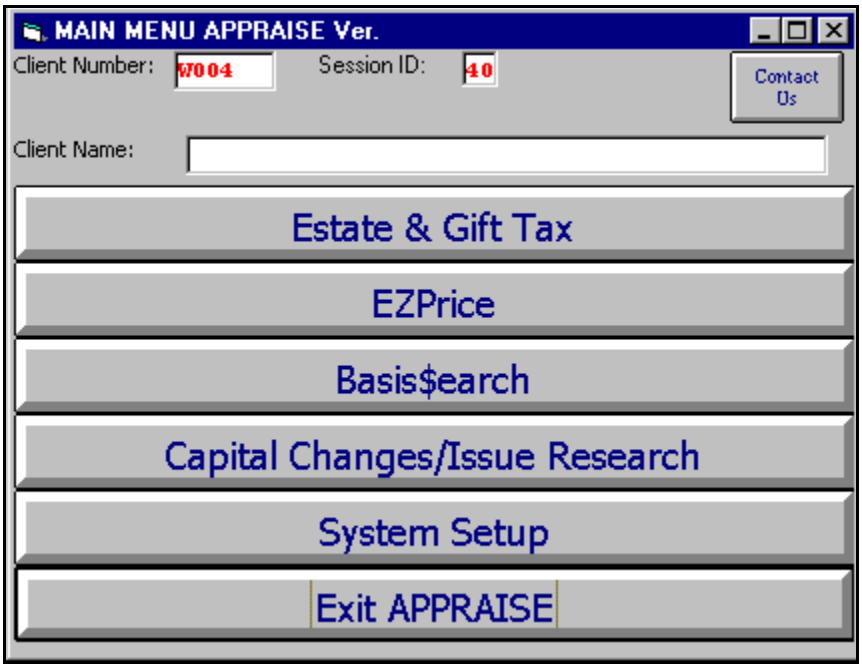
Printer Driver Information

When a user logs on to our access server to run Appraise.Asp all the printer's on the user's system will be mapped to our server, providing that the driver is installed on our server. If a specific printer were not listed as a choice on the Appraise.Asp program, we would need that printer's driver information. To determine which driver your printer uses, go to Start>Settings>Printers. Next, right-mouse click on the printer icon and go to its properties. Depending on your operating system look for the advanced or details tab and

find ‘print using the following driver.’ Provide this information to techsupport@appraisenj.net so we can ‘load’ the driver on our server.

Appraise.Asp

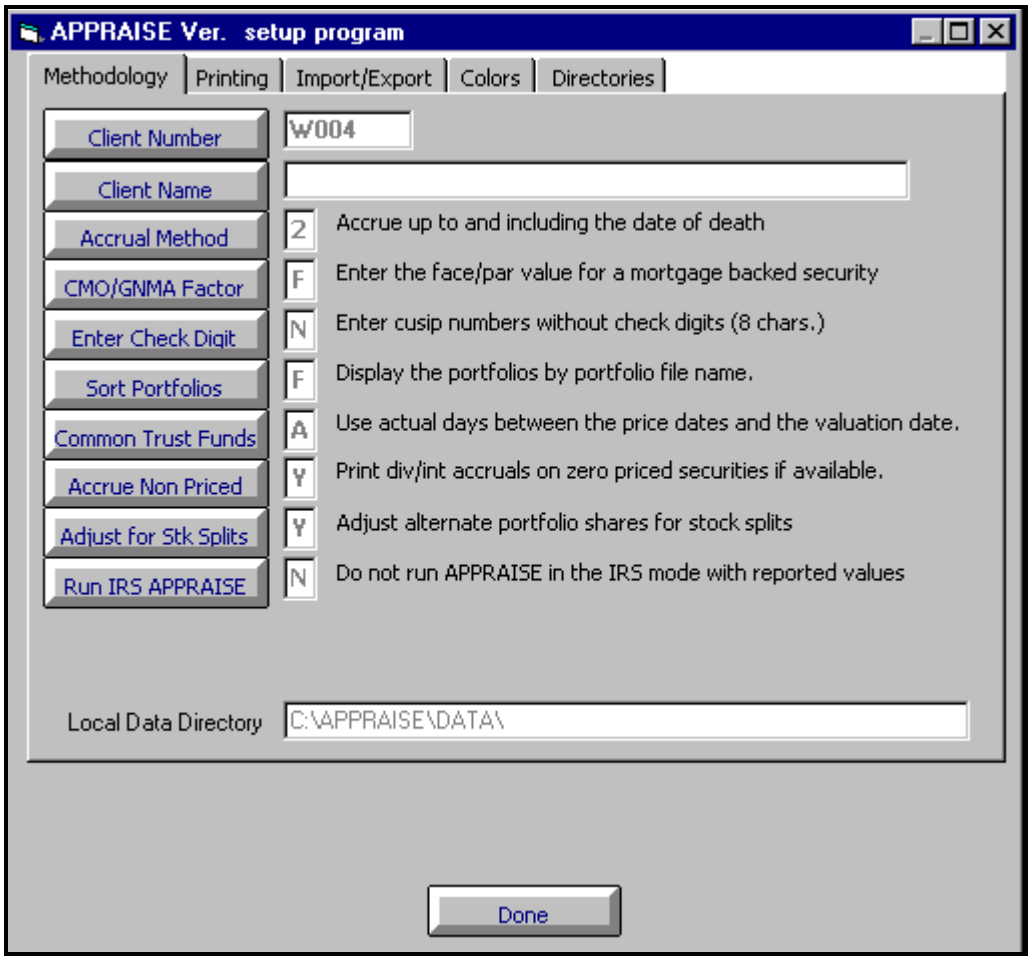
Now that you have initialized Appraise.Asp successfully, you are ready to use the program.



Estate & Gift Tax is used for IRS Form 706 reports. EZPrice is used for historical security pricing. If you need cost basis accounting information or multiple date pricing, use Basis$earch. Click on Capital Changes/Issue Research for reorganization information, stock dividends, issue research, and stock split history. System Setup is used to customize your program settings (methodology), to interface with accounting software (import/export), to set print options (printing), to set data directories, and to change the background and font colors (colors).

SYSTEM SETUP

The system setup section of the Appraise program allows you to customize the program. The Appraise setup program consists of five sections: methodology, printing, import/export, colors, and directories.



Methodology

Client Number: This number is assigned to you by Evaluation Services for the use of this software and cannot be changed.

Client Name: By entering your firm's name here the company name will appear on all of your reports. If you do not wish to have your company's name appear on the reports, leave this section blank.

The following tabs allow you to toggle between two options.

Accrual Method: (1) Accrue up to and *not including* the date of death or (2) Accrue up to and *including* the date of death. Please check the current IRS regulations for the correct setting.

CMO/GNMA Factor: (F) Enter the face/par value for mortgage backed securities or (P) Enter the paydown amount for mortgage backed securities. **TIP:** Use (F) if you are entering whole numbers for bonds/GNMA's such as 10,000. Use (P) if you are entering partial numbers such as 9000.56. A partial number usually indicates that the paydown factor has *already* been applied.

Enter Check Digit: (N) All CUSIP™ numbers will be entered with 8 characters or (Y) All CUSIP™ numbers will be entered with 9 characters. The ninth character of a CUSIP™ number is a check digit for the first eight characters. If you choose option (N), Appraise will *automatically* input the ninth character. Tip: Use (N) to help double-check the accuracy of your entries.

Sort Portfolios: (F) Display the portfolio by portfolio file name or (N) Display the portfolio by estate name. This option will determine whether your portfolio selection will be displayed by using the portfolio's file name or by using the estate name. Our default setting is (F).

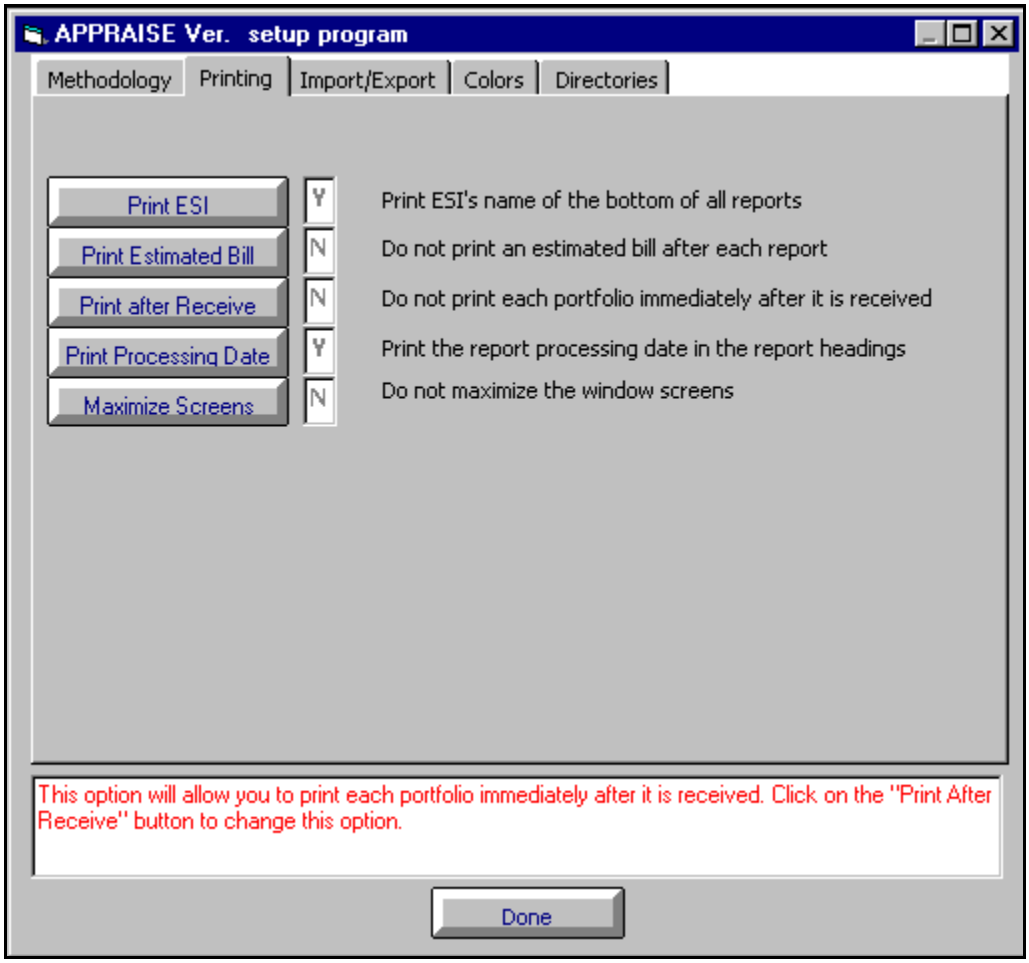
Common Trust Funds: (A) Use actual days between the price dates and the valuation dates or (T) Use trade days between the price dates and the valuation dates. This option will allow you to select either actual or trade days (weekdays) when determining the number of days between the valuation date & the pricing dates. Our default setting is (A).

Accrue Non-Priced: This option will allow you to print accruals for a non-priced security. If this option is set to (N) any non-priced securities will not calculate accrual data. Setting this option to (Y) will print and calculate accrual data for non-priced securities. Our default setting is (N).

Adjust For Stk. Splits: This option will allow you to adjust the shares on an alternate portfolio for stock splits that occurred between the date of death and the alternate. If this option is set to (Y) the alternate shares will automatically be adjusted in the occurrence of a stock split. If set to (N) Appraise WILL NOT adjust alternate portfolio shares for stock splits. We highly recommend that this option be set to (Y).

Run IRS Appraise: (N) Do not run Appraise in the IRS mode with reported values or (Y) run Appraise in the IRS mode with reported values. Use this mode for value comparison.

Printing


APPRAISE Ver. setup program
Methodology
Printing
Import/Export
Colors
Directories
Print ESI
Y
Print ESI's name of the bottom of all reports
Print Estimated Bill
N
Do not print an estimated bill after each report
Print after Receive
N
Do not print each portfolio immediately after it is received
Print Processing Date
Y
Print the report processing date in the report headings
Maximize Screens
N
Do not maximize the window screens
This option will allow you to print each portfolio immediately after it is received. Click on the "Print After Receive" button to change this option.
Done

Print ESI: This option allows you to select whether or not the name *Evaluation Services, Inc* will be printed on the bottom of all the Appraise reports.

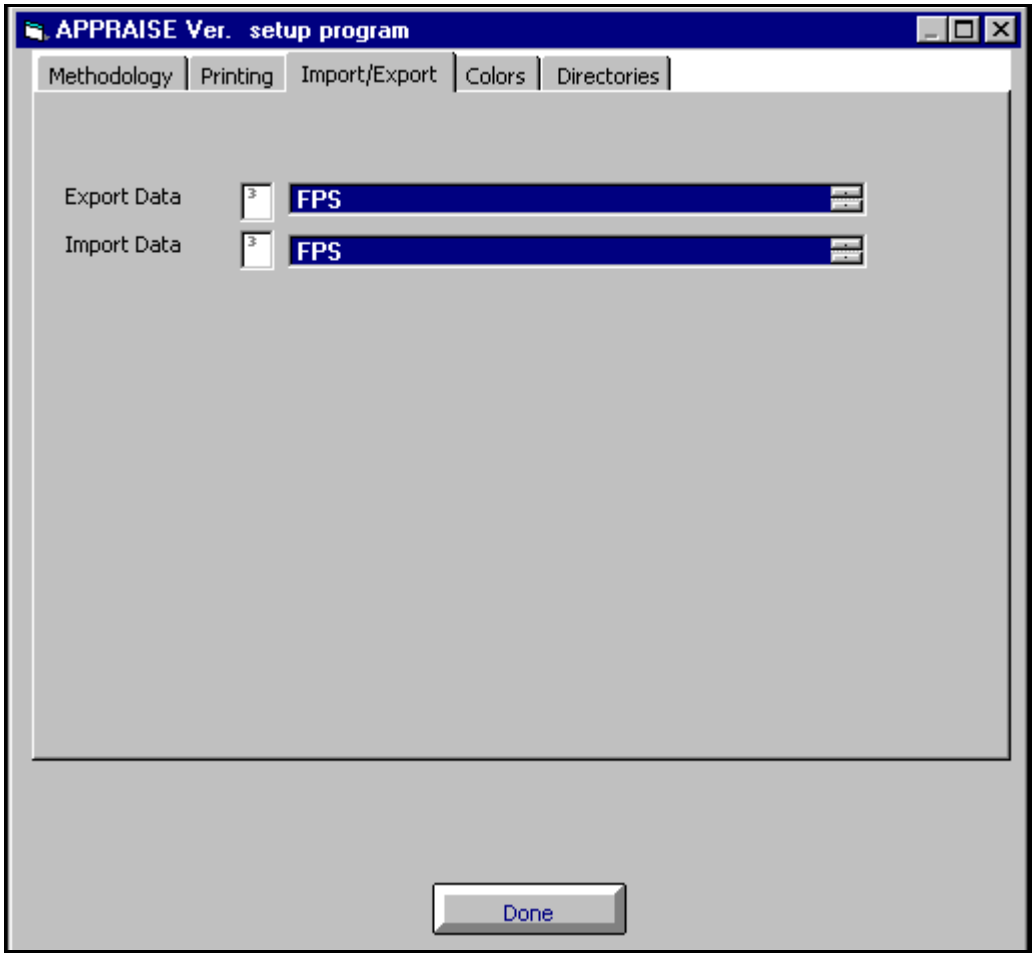
Print Estimated Bill: This gives you the option to print an estimated bill of the charges for each evaluated portfolio. The estimated bill is located at the end of the portfolio. The actual bill is mailed at the end of each month.

Print After Receive: This gives you the option to print each portfolio immediately after it is received from pricing.

Print Processing Date: This option allows you to print the processing date in the report headings.

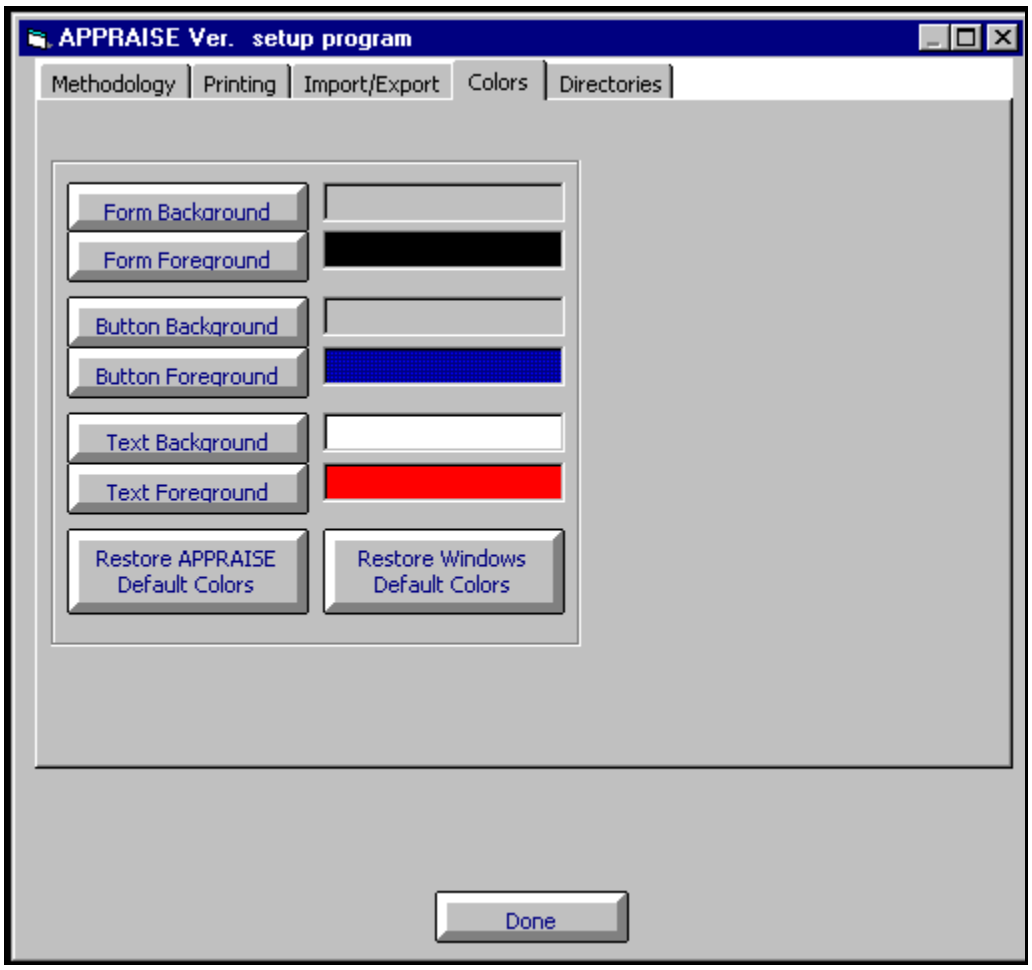
Maximize Screens: This option allows you to maximize the window screens.

Import/Export



This section allows you to interface Appraise with 706 software vendors including **FPS**, **Faster Systems**, and **Lackner**. Use the drop arrow keys to scroll to the appropriate program and **click** in the box to select it. Both the import and export boxes should refer to the accounting software of your choice. If you have another proprietary system that is not included on this list, you can use our ***Universal Import Program*** to import your CUSIP™ numbers and shares.

Colors

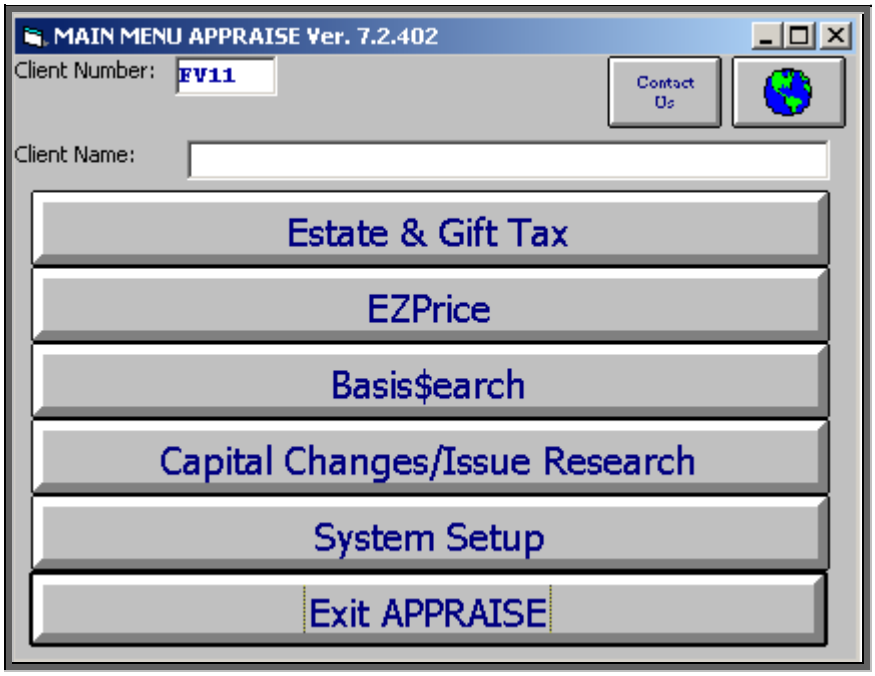


This section allows you to change the colors used in the presentation of the Appraise program. You can change the form background/foreground, the button background/foreground, and the text background/foreground. You have a choice of 48 colors. Experiment until you find the perfect combination. To restore Appraise back to its original color scheme, click the "restore defaults" button.

Directories

During the initialization of Appraise.Asp we set the directories found in this section. Refer to Setting Appraise.Asp Directories if you need to change the drive where you store the data.

When you have made all your selections click on **Done**. You are now ready to use the Appraise program.



Estate & Gift Tax is used for IRS Form 706 and 709 reports.

Ezprice is used for historical security pricing.

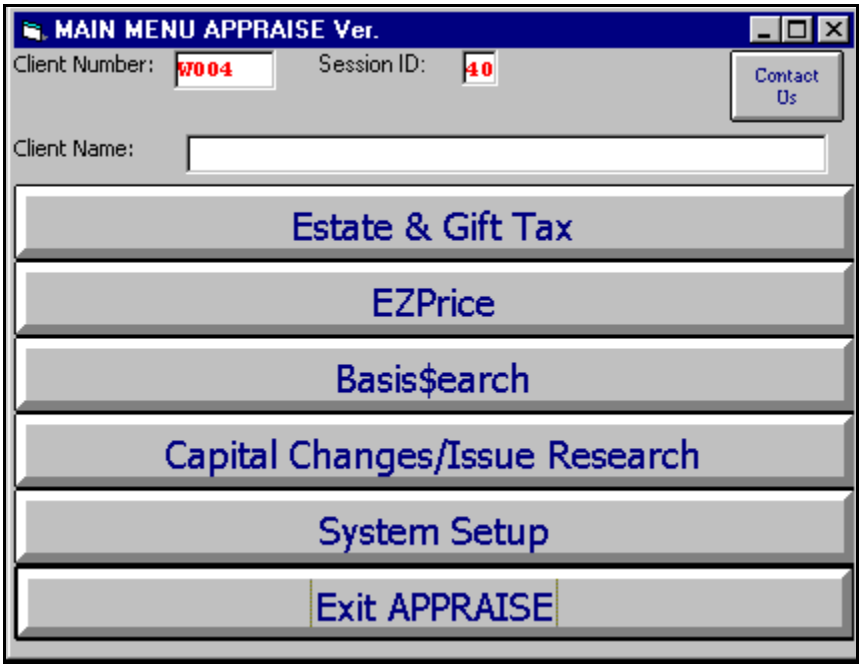
Basis$earch is used for cost basis accounting and multiple date pricing.

Capital Changes/Issue Research provides reorganization information, stock dividends, CUSIP™ Lookup, and stock split history.

System Setup is used to customize your program settings.

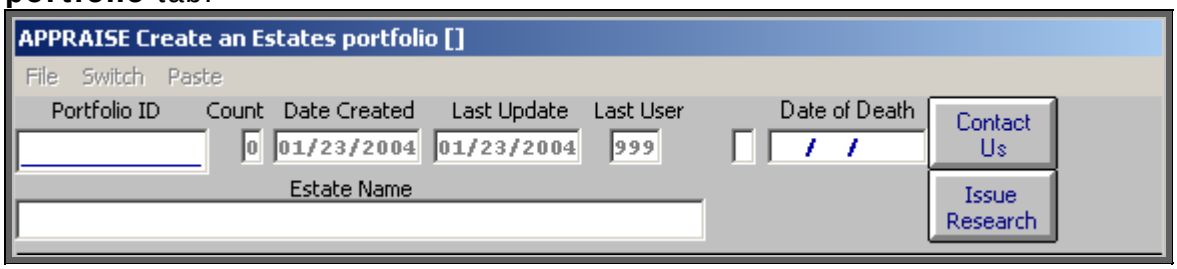
Estates & Gift Tax

Use our Estate module to prepare the IRS 706 Form for Estate taxes. This program will calculate and then create a report that will display the high/ask, low/bid, mean, and accrual dividend/interest information required to complete your tax forms. The report is so thorough that you can simply print the report and attach it to your schedule! To begin, click on the Estate & Gift Tax tab on the Appraise Main Menu.



Creating an Estate Portfolio

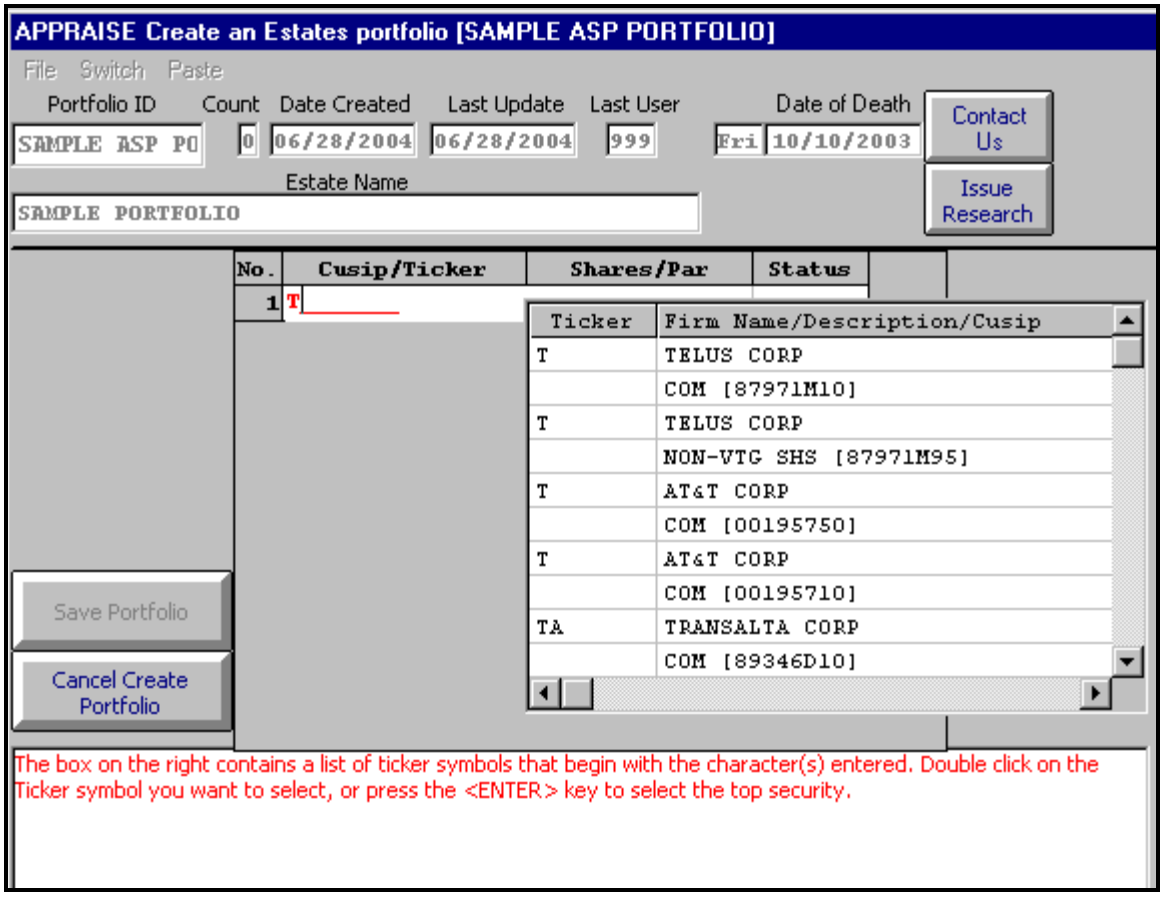
In order to create an estate portfolio, click on the **Create an Estate portfolio** tab.



You are initially prompted to enter a Portfolio ID. The Portfolio ID can be a minimum of 4 and a maximum of 40 alphanumeric characters and may include spaces and hyphens.

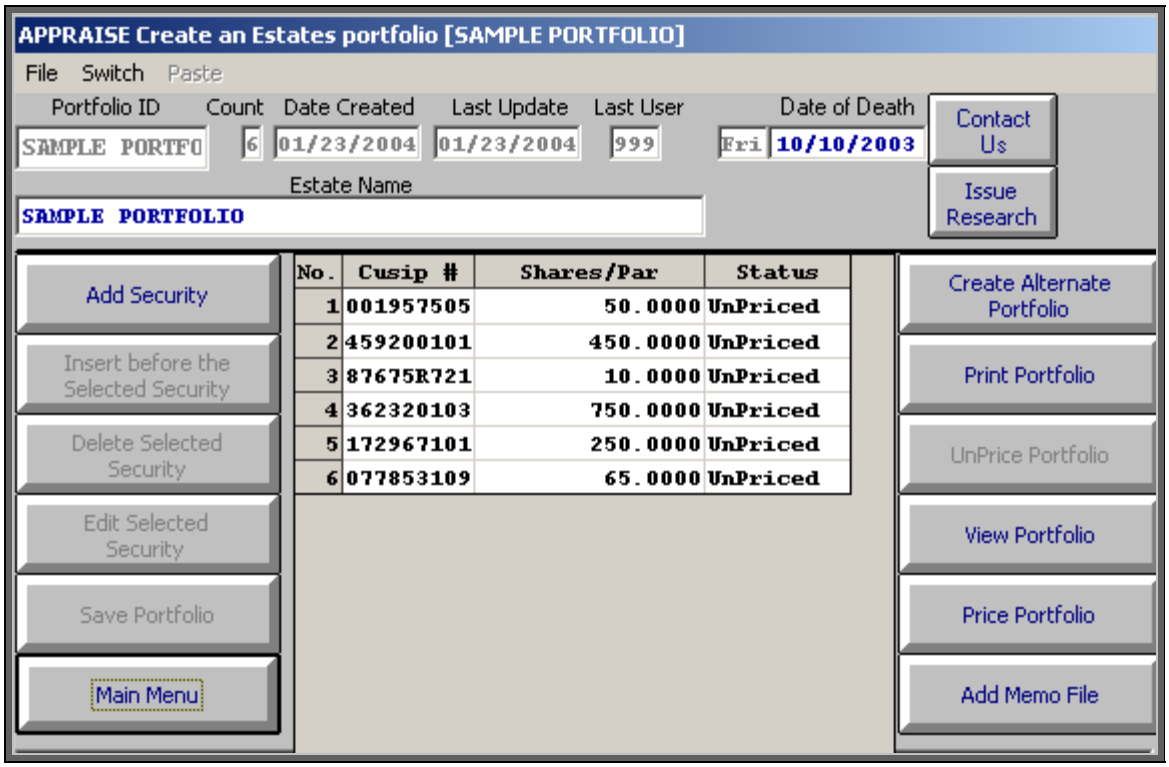
An Estate portfolio will normally price based on the mean price and show dividend accruals. A Portfolio ID ending in "ZZ" or "YY" is a special case where the pricing is based on the **Closing** price. A "ZZ" code *will show* dividend accruals while an "YY" code *will not show* accruals.

After entering the Portfolio ID you are then prompted to enter the name of the estate. When finished inputting the estate name hit the <ENTER> key. The name of estate field is optional. If you do not choose to name an estate, press enter to advance to the next field. Please note the decedents name is not included during file transfer. The next field to complete is the valuation date. Enter the date of death as mm/dd/yyyy. After the year is entered, a screen will appear to enter the CUSIP™/Ticker and shares for the portfolio.



Appraise.Asp will accept CUSIP™ numbers or Ticker Symbols. Enter a ticker symbol by typing the ticker in the CUSIP™/Ticker field. As you begin entering, a list will appear with possible choices for that ticker. In the above example, the ticker symbol for AT&T was entered. The box on the right contains a list of ticker symbols that begin with the character(s) entered. Double click on the ticker symbol you want to select, or press the <ENTER> key to select the top security. If a ticker symbol does not appear on the list you will need to enter a CUSIP™ number. Next enter the number of shares then press the <ENTER> key. Enter the next CUSIP™/Ticker and the shares/par values. Continue this until you are finished entering all of the data, then click Save Portfolio.

You will now see a new screen with several new options.



Corrections: If you make an error and/or need to go back to any data previously entered, click on the Save portfolio button before making modifications. To correct a CUSIP™ number or shares, click on the appropriate field. Use the backspace or delete buttons of your keyboard to erase the incorrect data and then enter the correct data.

Some of the options may be grayed out. Clicking on a security can activate most of the options. Click anywhere on a security line to select the security. That security can now be modified, deleted, or another security inserted before it.

CUSIP™ Lookup: If you need help finding CUSIP™ numbers to input into your portfolio, use our Issue Research program. (Please refer to the Capital Changes/Issue Research section for further details.)

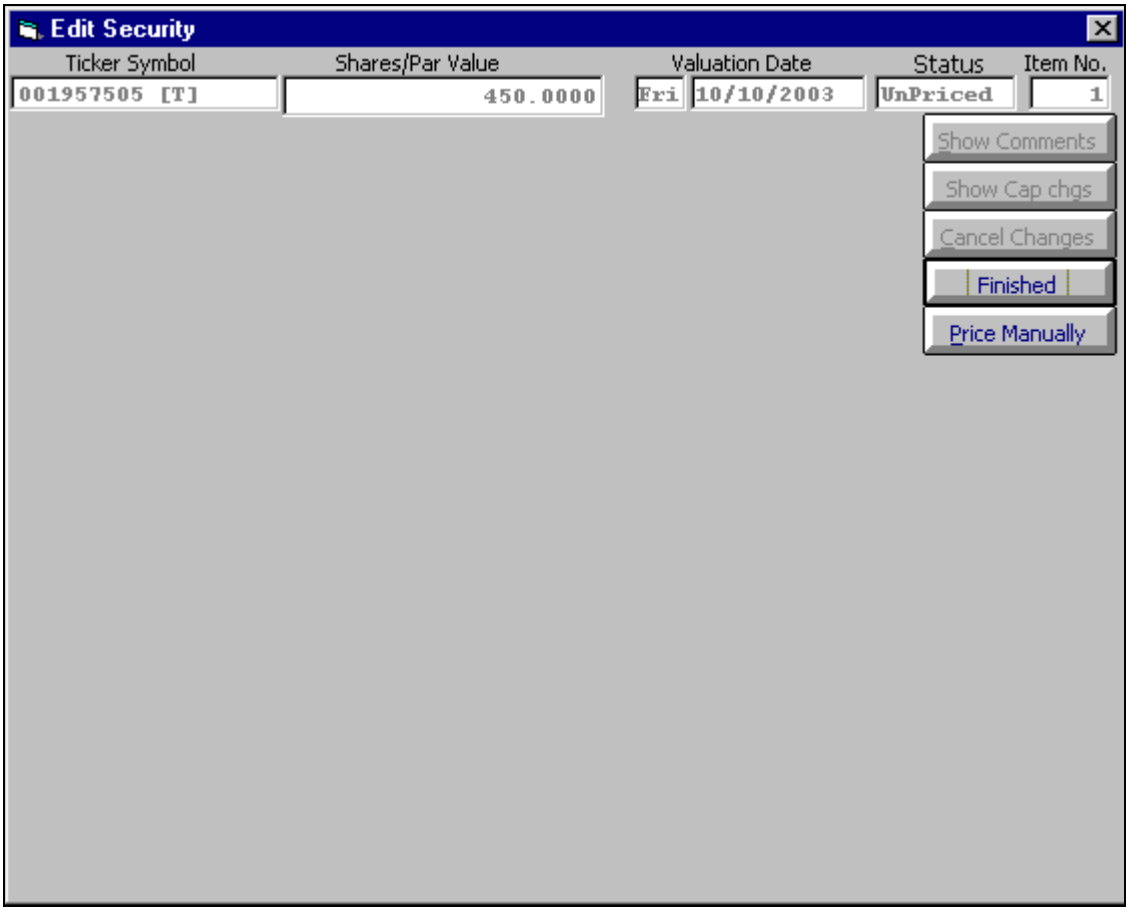
To add additional securities, click on the **Add Security** button. This will create a new field to enter additional data. When you finish adding your securities and share values, click on **Cancel Adding Securities** button, and the **Save Portfolio** button. If your date of death portfolio has an existing alternate report, Appraise will indicate that a security has been added to the DOD and then ask you if you would like to add this *new* entry to the alternate portfolio. *Yes* will automatically add the same security to the alternate portfolio while *No* will leave the alternate portfolio in its original state.

If you need to add a security to a *specific location,* click on the security you wish to insert before, then click on **Insert before the Selected Security**. After you have finished inserting securities, click on **Cancel Inserting Securities** and the **Save portfolio** button.

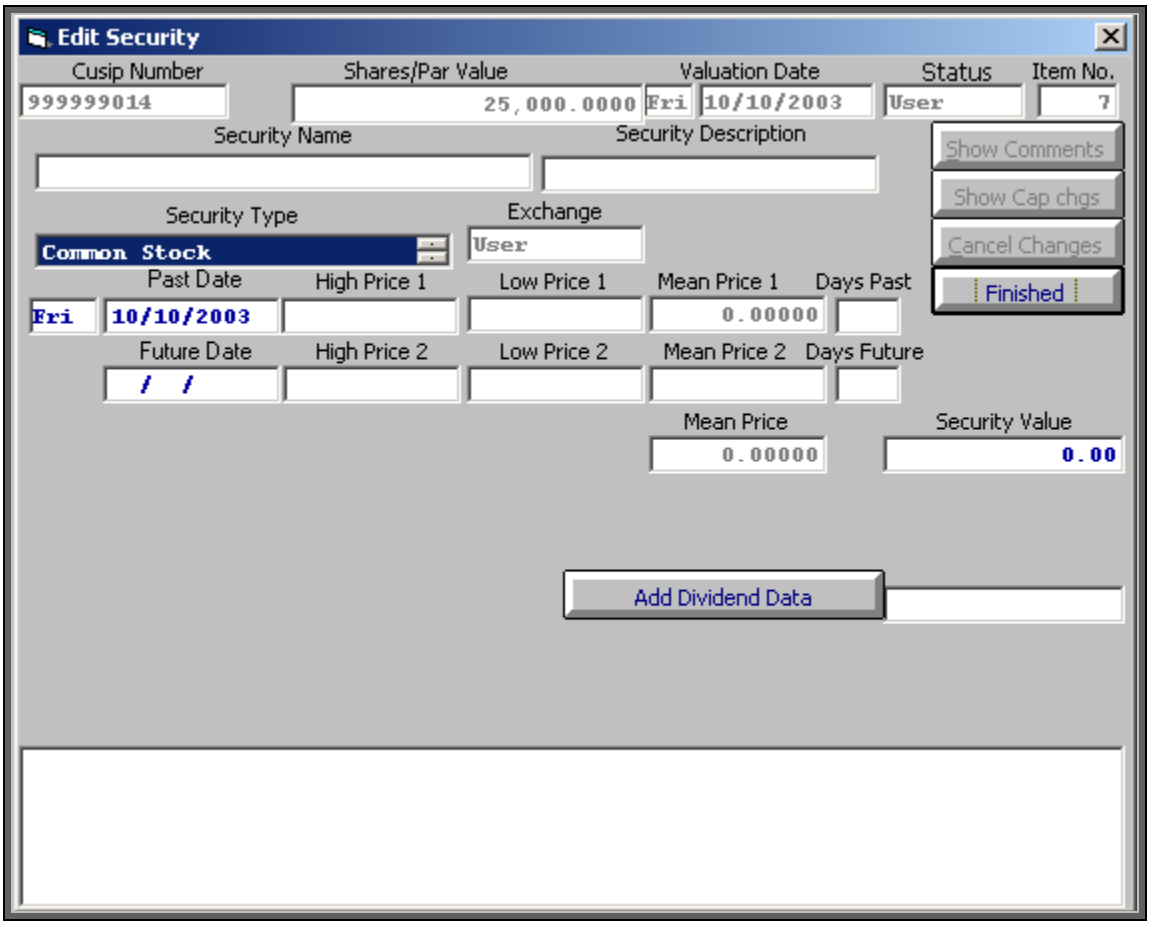
To delete an entire security including the CUSIP™ number and the shares along with all pricing data, click on the security and then click **Delete Selected Security**. If your date of death portfolio has an existing alternate portfolio, Appraise will indicate that a security has been deleted from the date of death portfolio and then ask if you would like to delete this entry from the alternate portfolio. *Yes* will automatically delete the same security from the alternate portfolio while *No* will leave the alternate portfolio in its original state.

Use this feature to manually price items such as CDs, money markets, and sparsely traded stock by inputting a dummy/user CUSIP™ number. You may want to edit a priced security for various reasons such as inputting a name or price for a security that is either not in our service or unable to be priced. **Warning**: Once you change the pricing information for a priced security and save the changes, it will override all pricing information received through our pricing service and cannot be reversed.

To use this feature, click on the security you want to edit and then click on **Edit Selected Security**.



The first screen will display the ticker symbol/CUSIP™, shares, valuation date, the status and item number. All of these items are grayed out and cannot be modified from this screen. If you need to change any of these items do so from the 'modify an estate portfolio' screen. If these items are correct, click on price manually.



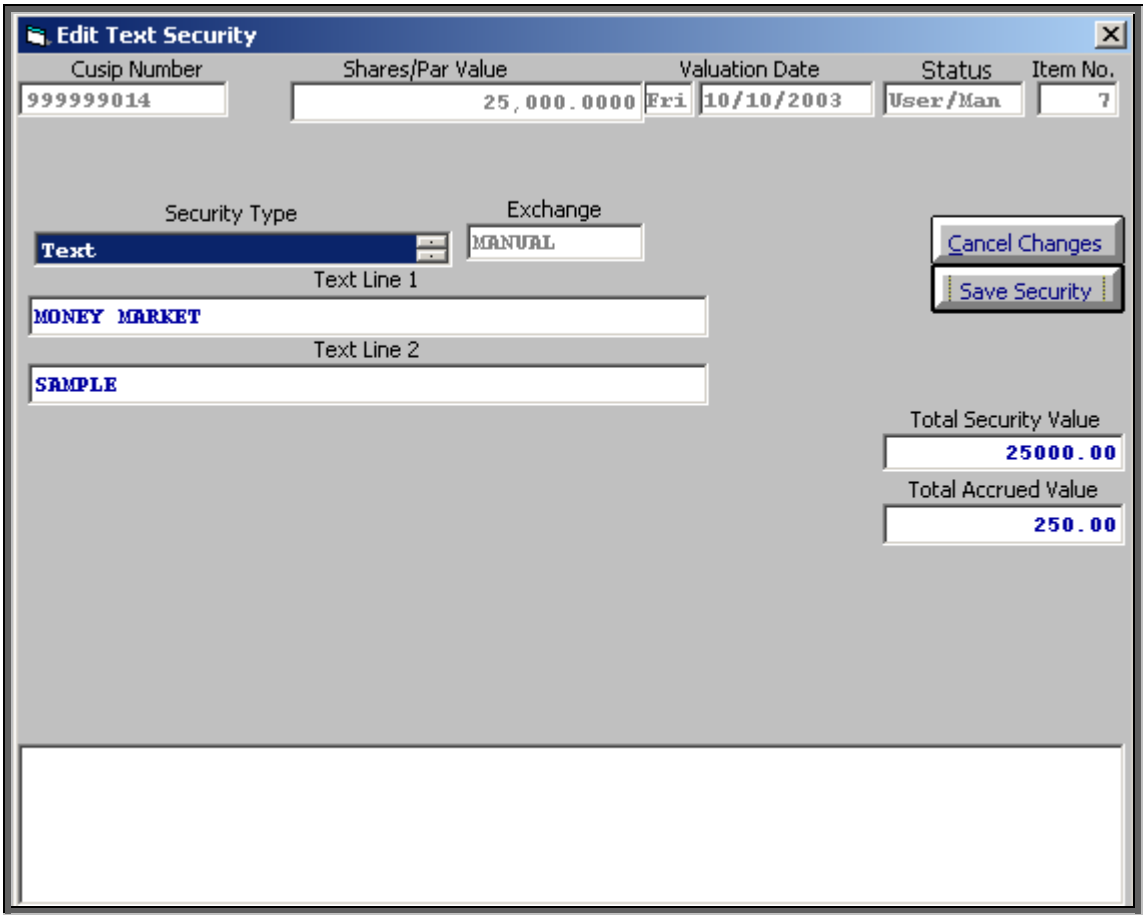
The top portion of the screen will indicate the CUSIP™ number, shares/par value, valuation date, status, and item number. These items cannot be changed. Click on the **Security Name** field and enter a description. Choose a security type by clicking on the drop box of the **Security Type** field. Click in the Security Type box to select the security type. This will change the field to accommodate the kind of security type selected. We have a total of 18 security types to choose from. Here is a listing of security types available:

Common Stock	Treasury Security	FHLMC Gold
Corporate Bond	Promissory Note	FNMA
Municipal Bond	Miscellaneous	FHMLC 75 day
Preferred Issue	Common Trust Fund	UIT
Mutual Fund	Text	CMO
Demand/floating rate note	GNMA type I pool	GNMA type II Pool

Remember that it is necessary to click on the actual security type box to highlight the selection and to change the field.

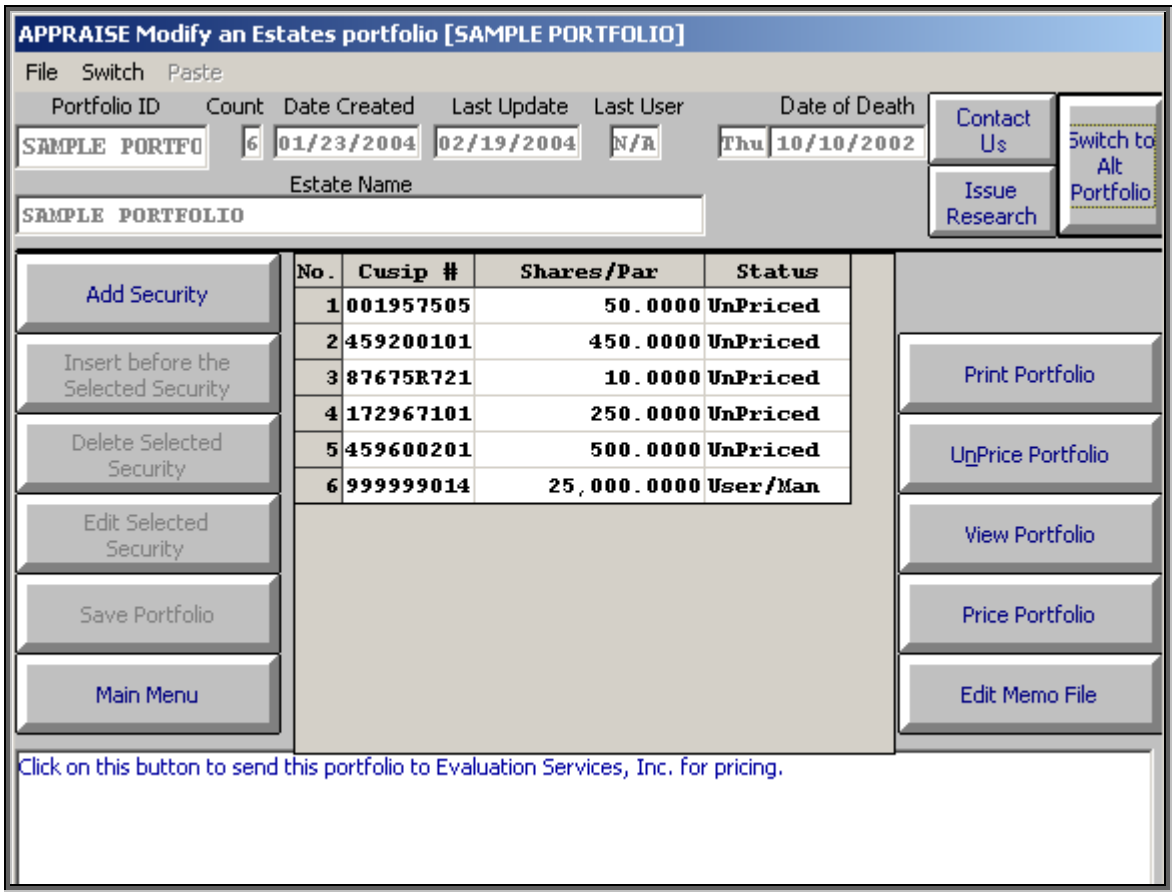
Next fill in all the necessary information. The total security value will be recalculated automatically to reflect the new prices without re-sending for pricing. When all manual entries are complete, click on **Save Security**. Cancel your entry by clicking on **Cancel Changes**. Click on the **Finished** button to exit out of the edit security screen.

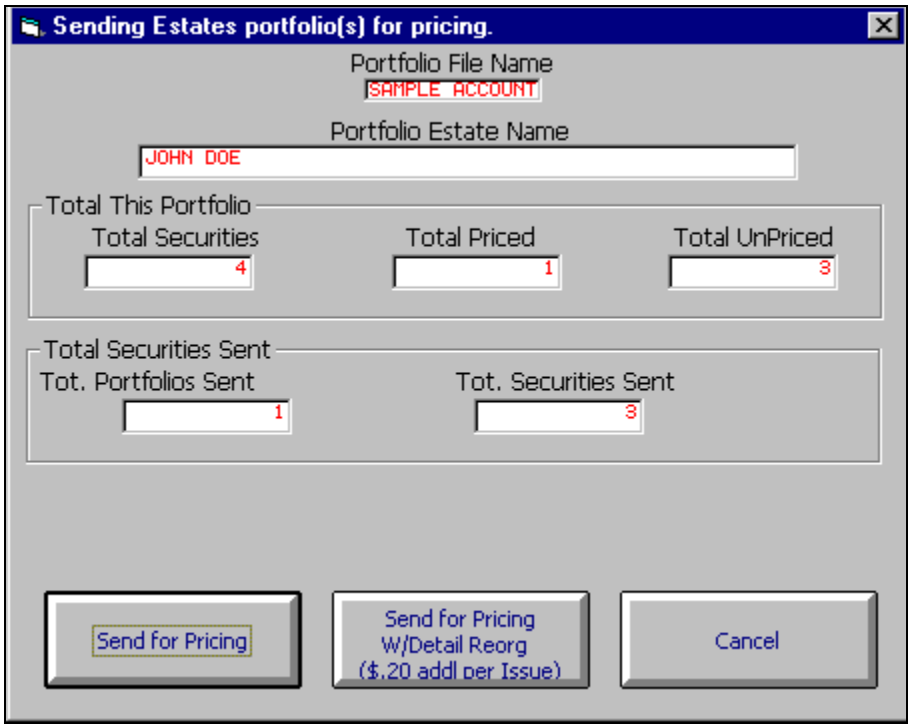
Users of Appraise commonly use the text entry to input items such as Cash, Money Markets, and CDs. This will allow the user to enter a description of the item and input the *total* security value and/or *accrual* information. Text entries do not multiply security value by the number of shares; the value that you input will be the value reflected on the valuation report.



If you do not need any accrual information and want to reflect the high/low price, use any of the other options.

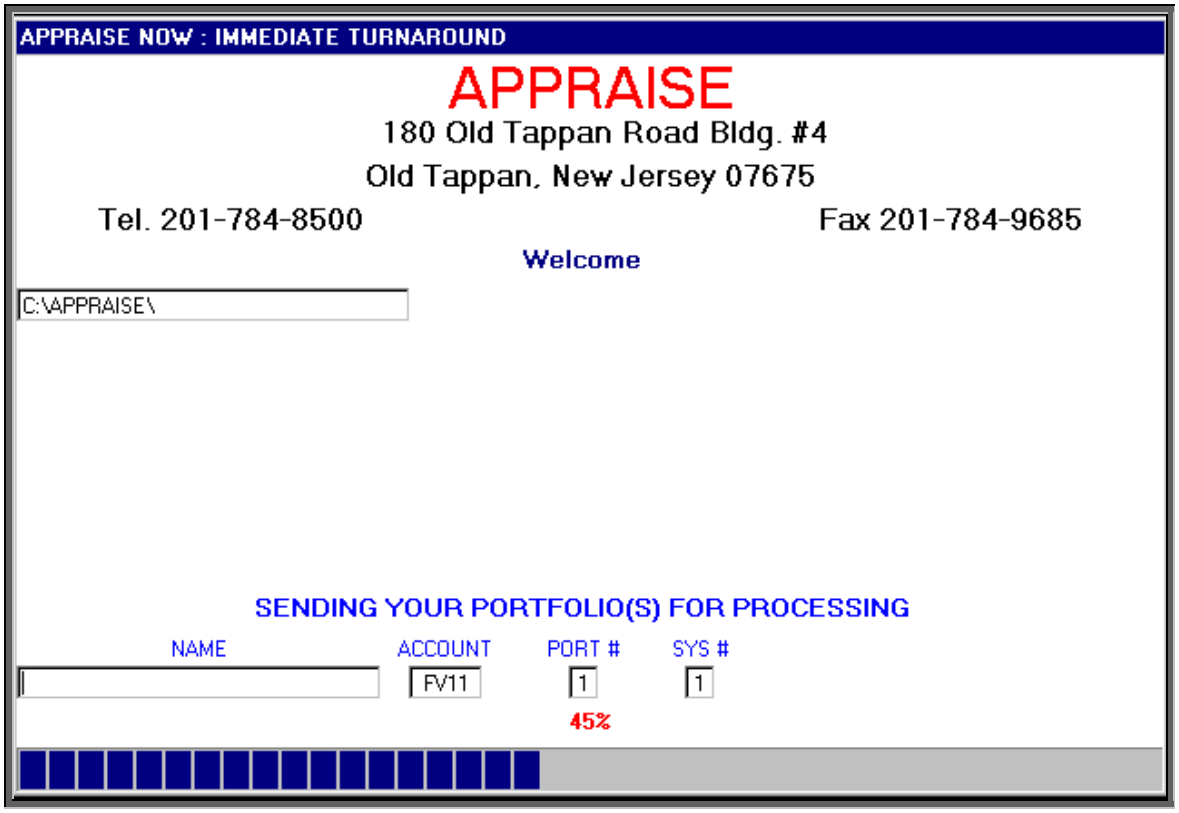
Before you send the portfolio for pricing the status column will indicate UnPriced. To send a portfolio for pricing click on the **Price Portfolio** button located on the lower right corner on the modify portfolio screen.





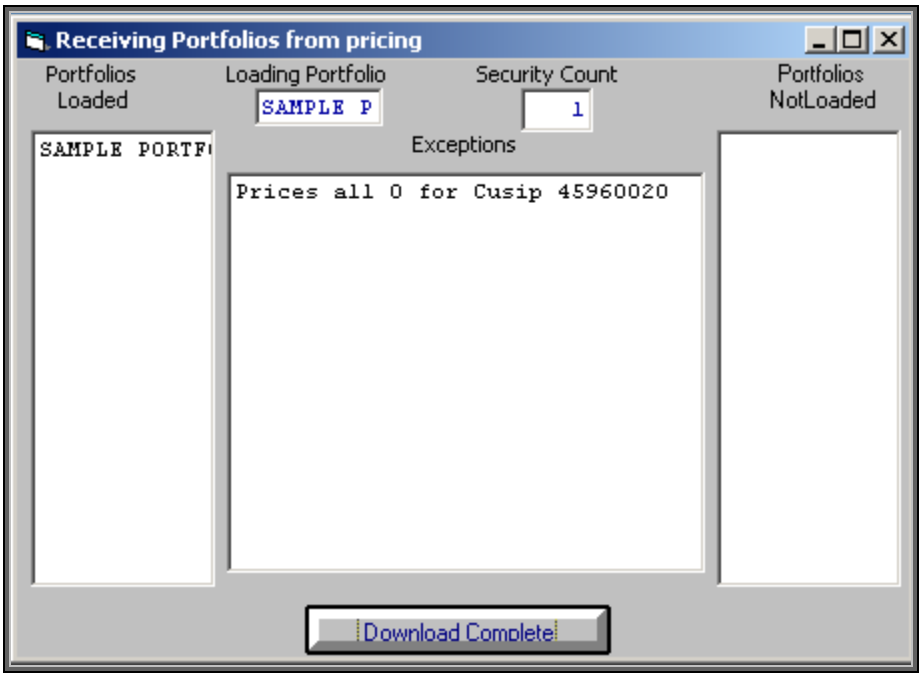
There are two pricing options available. **Send for Pricing** and **Send for Pricing with Detail Reorg**. **Send for Pricing** will connect you to our database instantly and all pricing data; the high, low and mean price, including accrual and dividend data will be available within seconds. **Send for Pricing with Detail Reorg** will connect to our database instantly and include all the pricing data as above and also capital changes details for all items in the portfolio in the date range of one-month prior and nine months after the valuation date. There is an additional charge of $0.20 per security for this feature. The process for sending is the same for either option. Click on **Send for Pricing**.

Send for Pricing

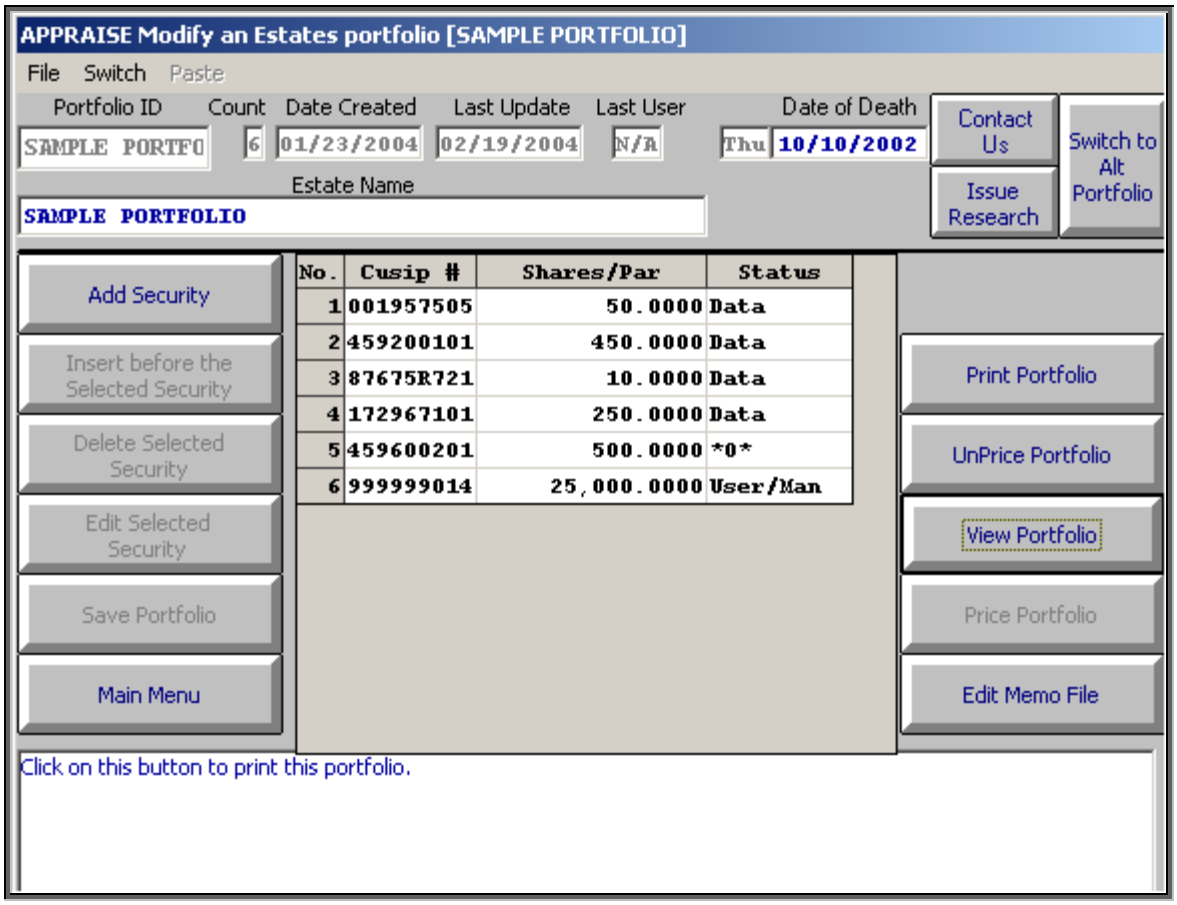


While sending for pricing, you will see blue boxes at the bottom of the screen along with messages summarizing the progress of your pricing. When pricing is complete, the bar will reach 100%.

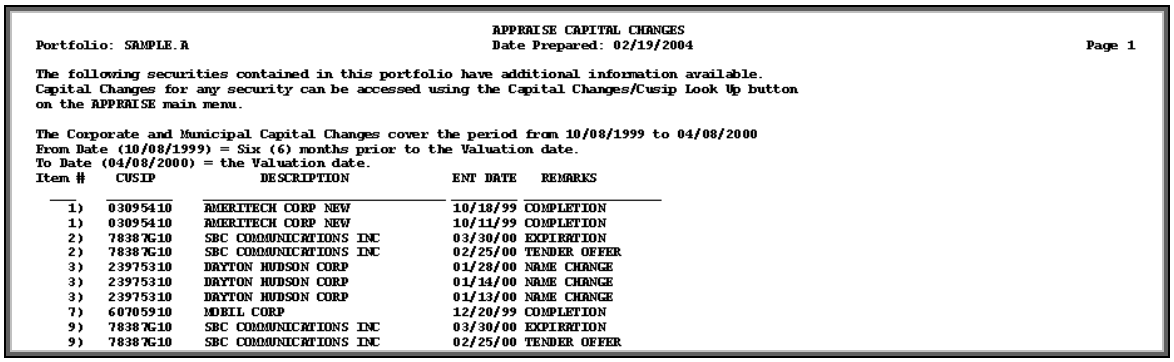
A new screen will indicate which portfolios are loaded (priced) successfully along with any CUSIPS™ that were unsuccessfully priced. Any CUSIPS™ that were unable to be priced will appear under Exceptions.



Click on the **Download Complete** button when highlighted. After clicking on this button you will be placed back into your portfolio.



The status column will indicate whether or not a portfolio has been priced. A security with **Data** in the status column denotes successful pricing. **User/Man** in the status column indicates that the user provided pricing information manually. An ***0*** means that the security was unable to be priced. This could be caused by various factors such as mergers, name changes, expiration dates, or invalid CUSIP™ numbers. Please check the Appraise Capital Changes report that accompanies each valuation report that you price. This report gives you a summary of corporate and municipal capital changes up to (6) months prior to the valuation date.



APPRAISE CAPITAL CHANGES

Portfolio: SAMPLE.A Date Prepared: 02/19/2004 Page 1

The following securities contained in this portfolio have additional information available.
Capital Changes for any security can be accessed using the Capital Changes/Cusip Look Up button
on the APPRAISE main menu.

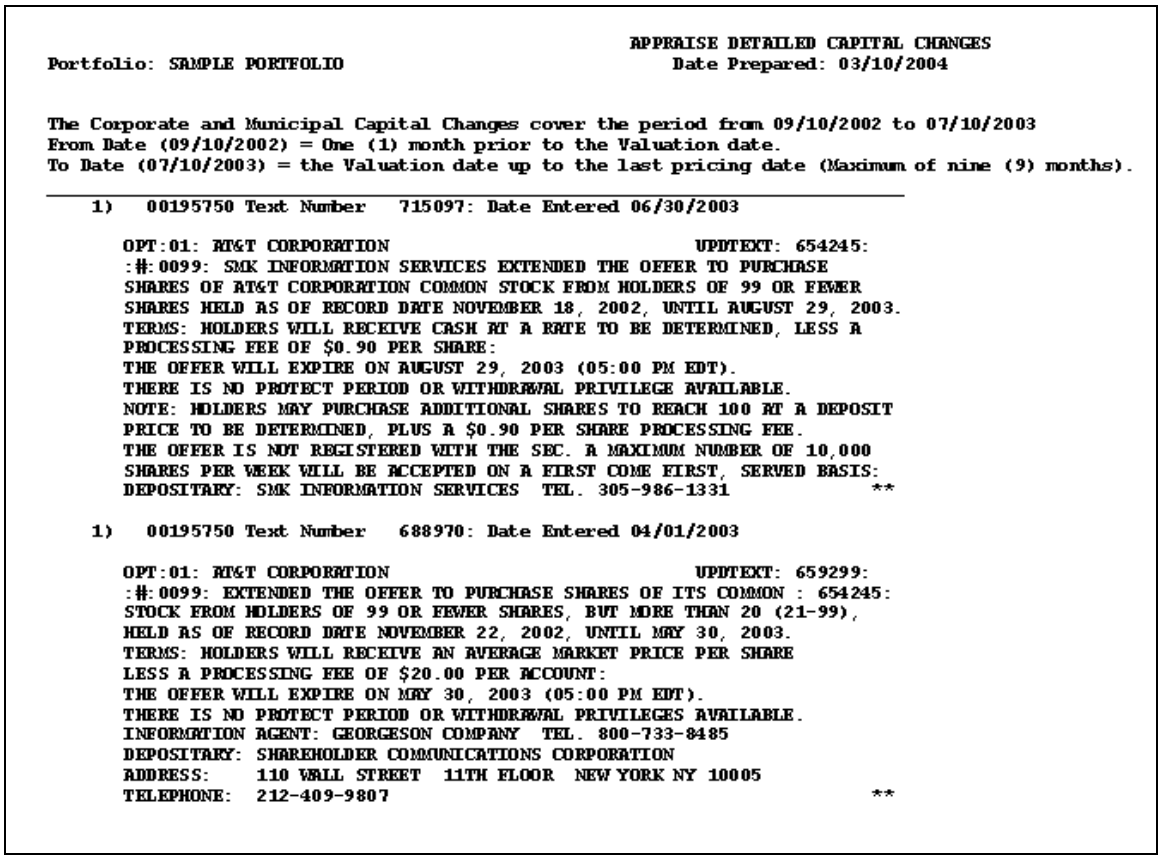
The Corporate and Municipal Capital Changes cover the period from 10/08/1999 to 04/08/2000
From Date (10/08/1999) = Six (6) months prior to the Valuation date.
To Date (04/08/2000) = the Valuation date.

Item #	CUSIP	DESCRIPTION	ENT DATE	REMARKS
1)	03095410	AMERITECH CORP NEW	10/18/99	COMPLETION
1)	03095410	AMERITECH CORP NEW	10/11/99	COMPLETION
2)	78387G10	SBC COMMUNICATIONS INC	03/30/00	EXPIRATION
2)	78387G10	SBC COMMUNICATIONS INC	02/25/00	TENDER OFFER
3)	23975310	DAYTON HUDSON CORP	01/28/00	NAME CHANGE
3)	23975310	DAYTON HUDSON CORP	01/14/00	NAME CHANGE
3)	23975310	DAYTON HUDSON CORP	01/13/00	NAME CHANGE
7)	60705910	MOBIL CORP	12/20/99	COMPLETION
9)	78387G10	SBC COMMUNICATIONS INC	03/30/00	EXPIRATION
9)	78387G10	SBC COMMUNICATIONS INC	02/25/00	TENDER OFFER

Ex: Capital Changes Report

The Appraise Capital changes report (shown above) is available with all Estate portfolios regardless of the pricing method you choose.

If you selected to Send for Pricing w/Detail Reorg you will receive the detail reports at the end of the portfolio.



APPRAISE DETAILED CAPITAL CHANGES

Portfolio: SAMPLE PORTFOLIO Date Prepared: 03/10/2004

The Corporate and Municipal Capital Changes cover the period from 09/10/2002 to 07/10/2003
From Date (09/10/2002) = One (1) month prior to the Valuation date.
To Date (07/10/2003) = the Valuation date up to the last pricing date (Maximum of nine (9) months).

1) 00195750 Text Number 715097: Date Entered 06/30/2003

OPT:01: AT&T CORPORATION UPDTEXT: 654245:
:#:0099: SMK INFORMATION SERVICES EXTENDED THE OFFER TO PURCHASE
SHARES OF AT&T CORPORATION COMMON STOCK FROM HOLDERS OF 99 OR FEWER
SHARES HELD AS OF RECORD DATE NOVEMBER 18, 2002, UNTIL AUGUST 29, 2003.
TERMS: HOLDERS WILL RECEIVE CASH AT A RATE TO BE DETERMINED, LESS A
PROCESSING FEE OF $0.90 PER SHARE:
THE OFFER WILL EXPIRE ON AUGUST 29, 2003 (05:00 PM EDT).
THERE IS NO PROTECT PERIOD OR WITHDRAWAL PRIVILEGE AVAILABLE.
NOTE: HOLDERS MAY PURCHASE ADDITIONAL SHARES TO REACH 100 AT A DEPOSIT
PRICE TO BE DETERMINED, PLUS A $0.90 PER SHARE PROCESSING FEE.
THE OFFER IS NOT REGISTERED WITH THE SEC. A MAXIMUM NUMBER OF 10,000
SHARES PER WEEK WILL BE ACCEPTED ON A FIRST COME FIRST, SERVED BASIS:
DEPOSITARY: SMK INFORMATION SERVICES TEL. 305-986-1331 **

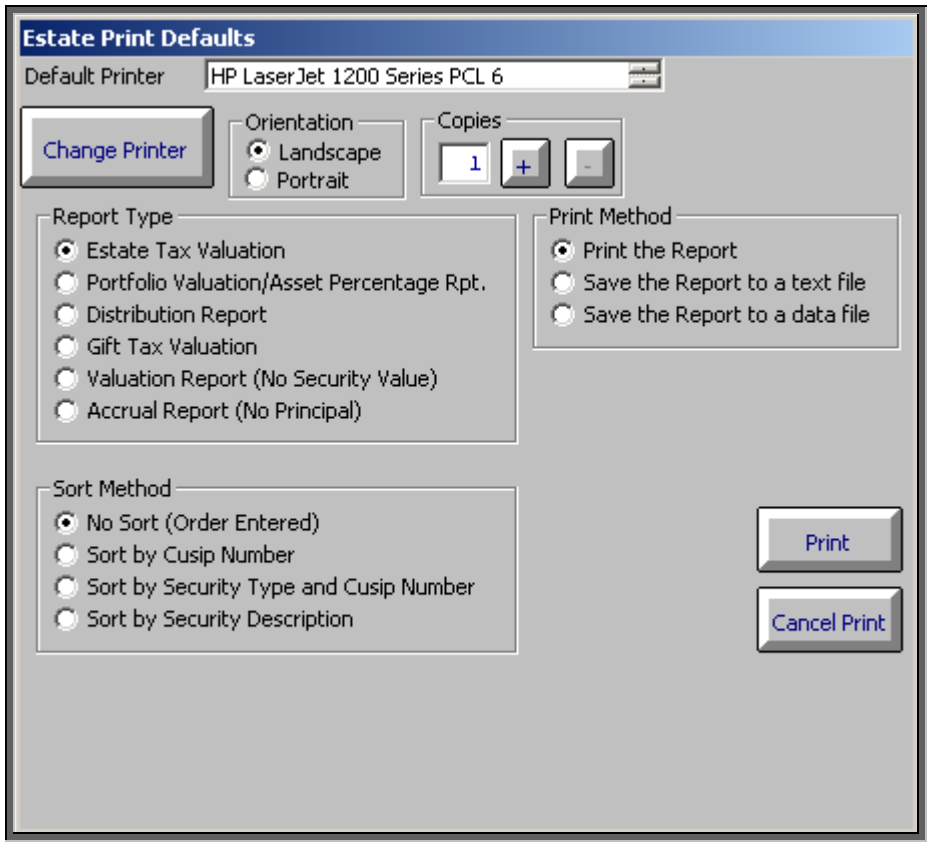
1) 00195750 Text Number 688970: Date Entered 04/01/2003

OPT:01: AT&T CORPORATION UPDTEXT: 659299:
:#:0099: EXTENDED THE OFFER TO PURCHASE SHARES OF ITS COMMON : 654245:
STOCK FROM HOLDERS OF 99 OR FEWER SHARES, BUT MORE THAN 20 (21-99),
HELD AS OF RECORD DATE NOVEMBER 22, 2002, UNTIL MAY 30, 2003.
TERMS: HOLDERS WILL RECEIVE AN AVERAGE MARKET PRICE PER SHARE
LESS A PROCESSING FEE OF $20.00 PER ACCOUNT:
THE OFFER WILL EXPIRE ON MAY 30, 2003 (05:00 PM EDT).
THERE IS NO PROTECT PERIOD OR WITHDRAWAL PRIVILEGES AVAILABLE.
INFORMATION AGENT: GEORGESON COMPANY TEL. 800-733-8485
DEPOSITARY: SHAREHOLDER COMMUNICATIONS CORPORATION
ADDRESS: 110 WALL STREET 11TH FLOOR NEW YORK NY 10005
TELEPHONE: 212-409-9807 **

Example Detail Reorg

IMPORTANT: This is a feature in which the results are **irreversible**. If you would like to unprice a security in order to re-send for pricing, you must click on the security and then click on **Unprice Security**. If you need to unprice the entire portfolio, click on **Unprice Portfolio**. Your entire portfolio, except for manual entries, will lose all of its previous pricing information. Use this feature only if necessary. Please note that modifying the valuation date also unprices the entire portfolio.

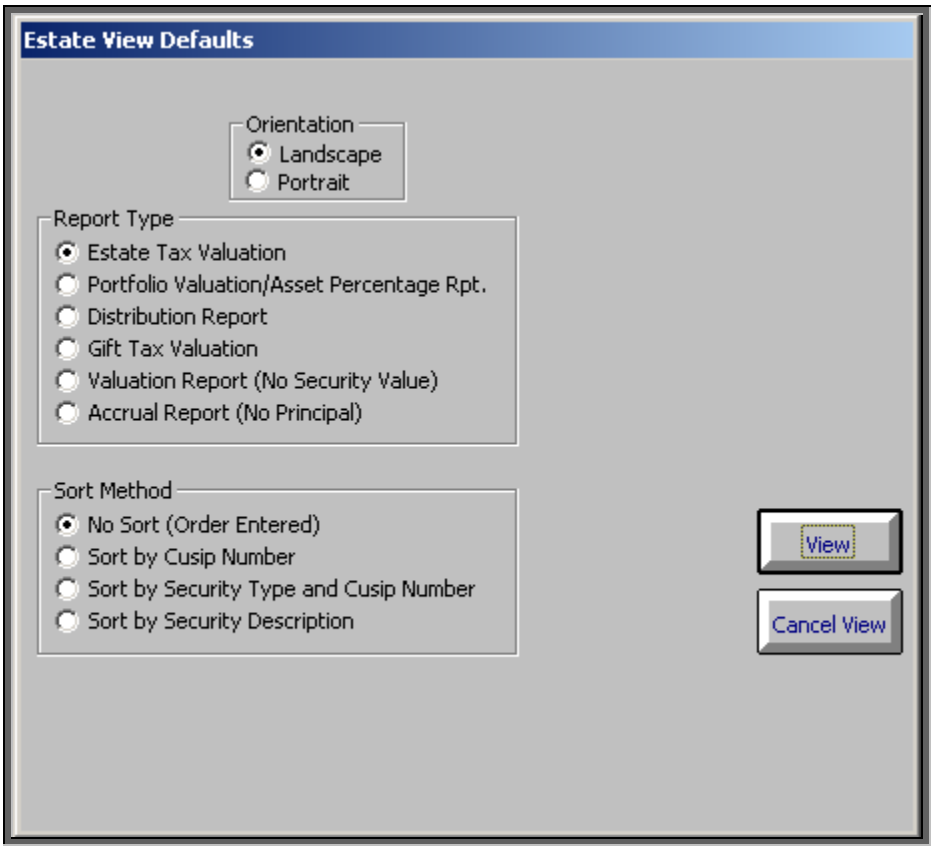
To print a portfolio, click on **Print Portfolio**. The print portfolio screen offers a wide variety of format options for the report. This screen allows you to choose the printer, the paper orientation, and number of copies, sort method, report type, and print method.



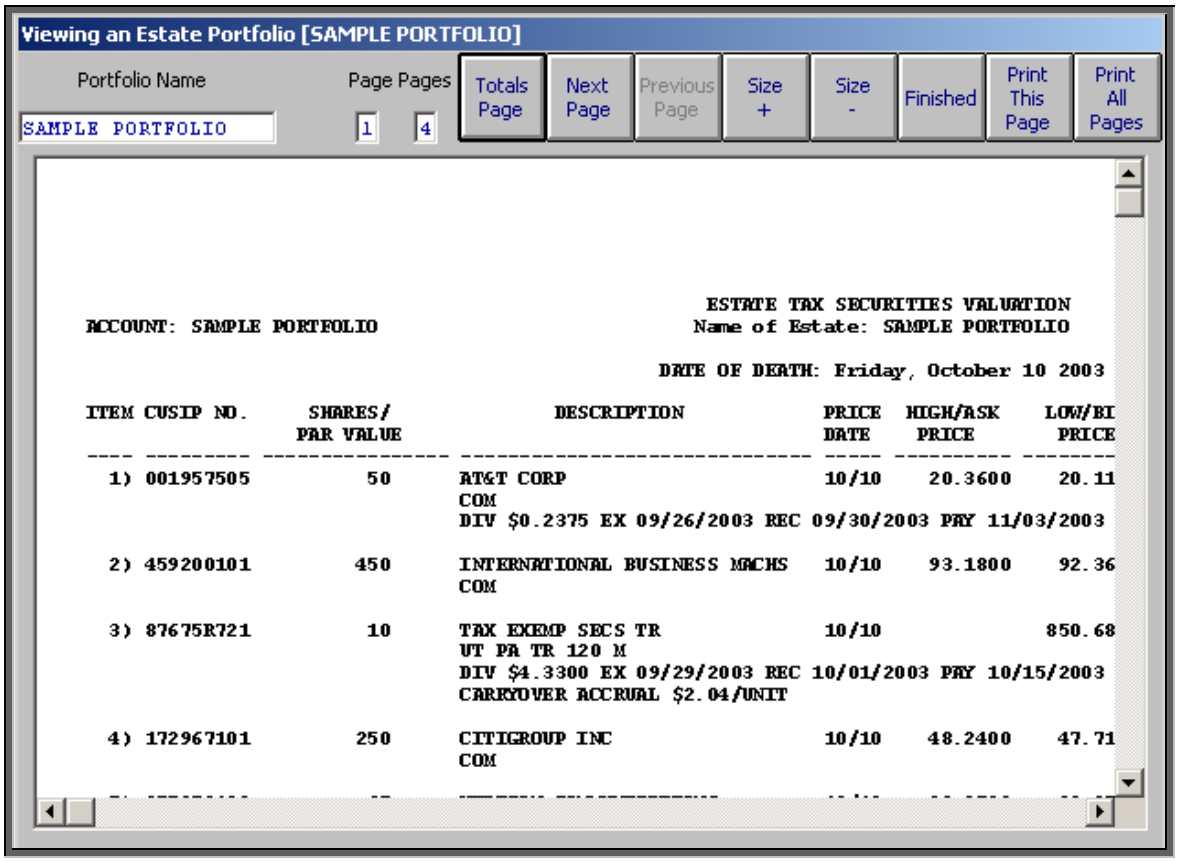
To change to a different printer, click on **Change Printer** and then use the drop down arrow keys to indicate the desired printer. Next, highlight to

select the printer by clicking on the default printer box. To change any of the other options, click on the appropriate boxes. The options are flexible and reversible; they can be changed as many times, as you like, without adversely affecting the pricing data. To print specific page numbers, refer to the *viewing a portfolio* section.

To preview the report prior to printing click on **View Portfolio**. The view default screen allows you to choose orientation, report type and sort method.

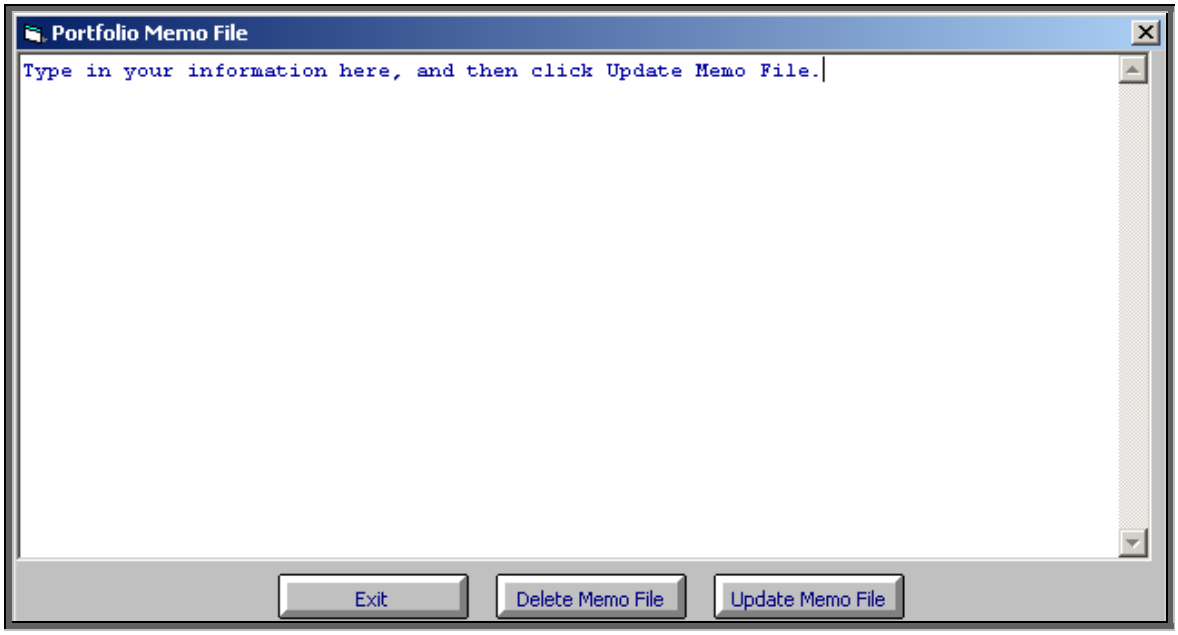


These view options are flexible and reversible. They can be changed without adversely affecting pricing data. When all options have been selected, click on **View**.


Viewing an Estate Portfolio [SAMPLE PORTFOLIO]
Portfolio Name
SAMPLE PORTFOLIO
Page Pages
1
4
Totals Page
Next Page
Previous Page
Size +
Size -
Finished
Print This Page
Print All Pages
ESTATE TAX SECURITIES VALUATION
ACCOUNT: SAMPLE PORTFOLIO
Name of Estate: SAMPLE PORTFOLIO
DATE OF DEATH: Friday, October 10 2003
ITEM CUSIP NO. SHARES/ PAR VALUE DESCRIPTION PRICE DATE HIGH/ASK PRICE LOW/BI PRICE
1) 001957505 50 AT&T CORP 10/10 20.3600 20.11
COM
DIV $0.2375 EX 09/26/2003 REC 09/30/2003 PAY 11/03/2003
2) 459200101 450 INTERNATIONAL BUSINESS MACHS 10/10 93.1800 92.36
COM
3) 87675R721 10 TAX EXEMP SECS TR 10/10 850.68
UT PA TR 120 M
DIV $4.3300 EX 09/29/2003 REC 10/01/2003 PAY 10/15/2003
CARRYOVER ACCRUAL $2.04/UNIT
4) 172967101 250 CITIGROUP INC 10/10 48.2400 47.71
COM

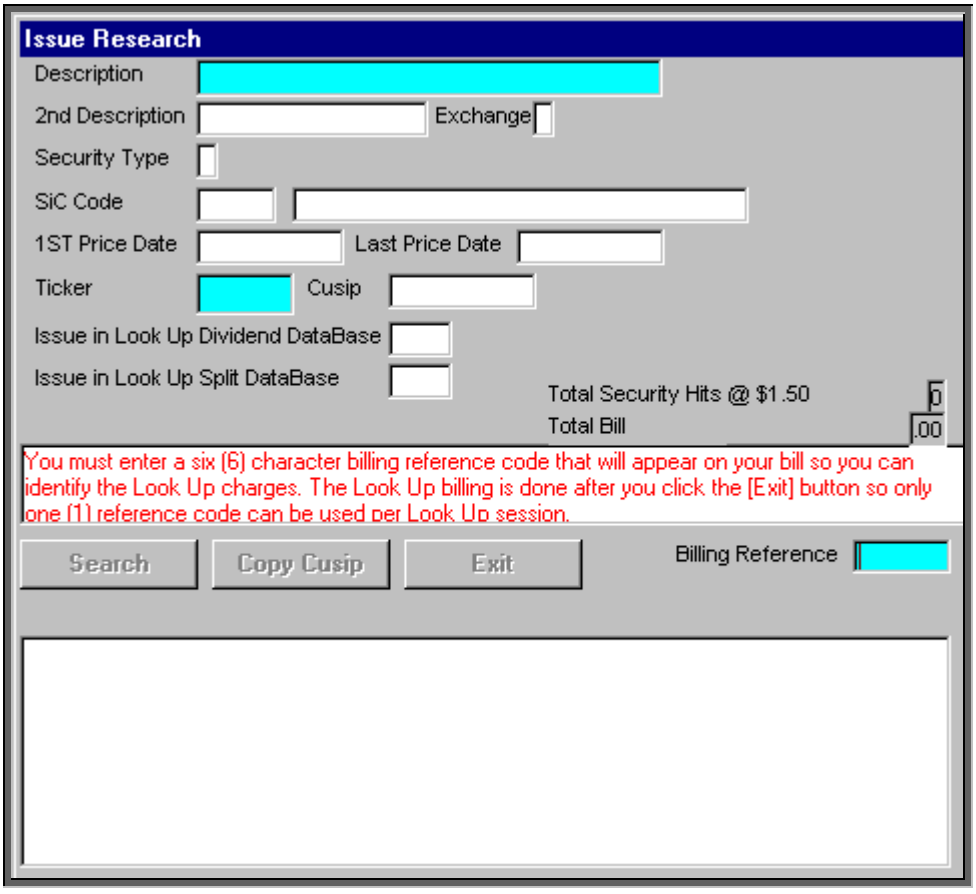
There are buttons located at the top of the screen that provide several functions. View each page by clicking on **Next Page** or **Previous Page**. Increase or decrease the viewing screen by clicking on the **Size +** or **–** buttons. The view screen allows for single page printing by clicking **Print this Page**, or **Print All Pages** to print the entire portfolio. To exit out of the view screen, click on **Finished**.

Appraise allows you to attach a memo to your portfolio. You may find this feature useful if there is important information associated with this portfolio and would like to share with the recipient of the portfolio. This feature can also be used to explain manual entries and "unpriced" securities. To use this feature, click on **Add Memo File**.

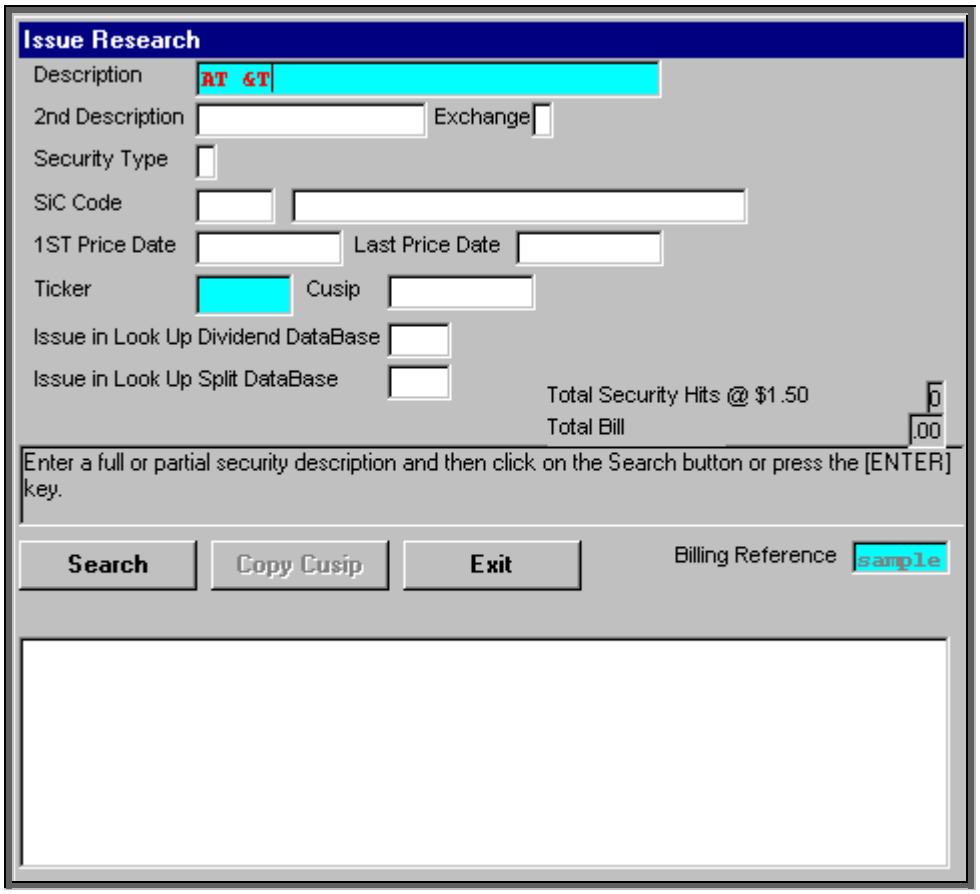

Portfolio Memo File
Type in your information here, and then click Update Memo File.
Exit
Delete Memo File
Update Memo File

To save the memo, click on **Update Memo File**. If you have a memo already associated with the portfolio, you can edit or delete it by clicking on the **Edit Memo File** button located on the modify screen. All Memo files are listed on a separate page.

The Issue Research program contains common stocks, mutual funds, and some corporate bonds from the NYSE, AMEX, & NASDAQ exchanges. This feature gives you access to CUSIP™ numbers with the click of a button, and will allow you to cut and paste the CUSIP™ number into the portfolio. The **Issue Research** button is located on the upper-right of the "create" or "modify" screen. When you click on Issue Research you will connect to our Issue Research program automatically. Because of our fees, a special billing feature has been added. Before you can enter any information, you must first enter a **six-character billing reference code** in the **Billing Reference** box. This code will appear on your invoice so that you can identify the charges.

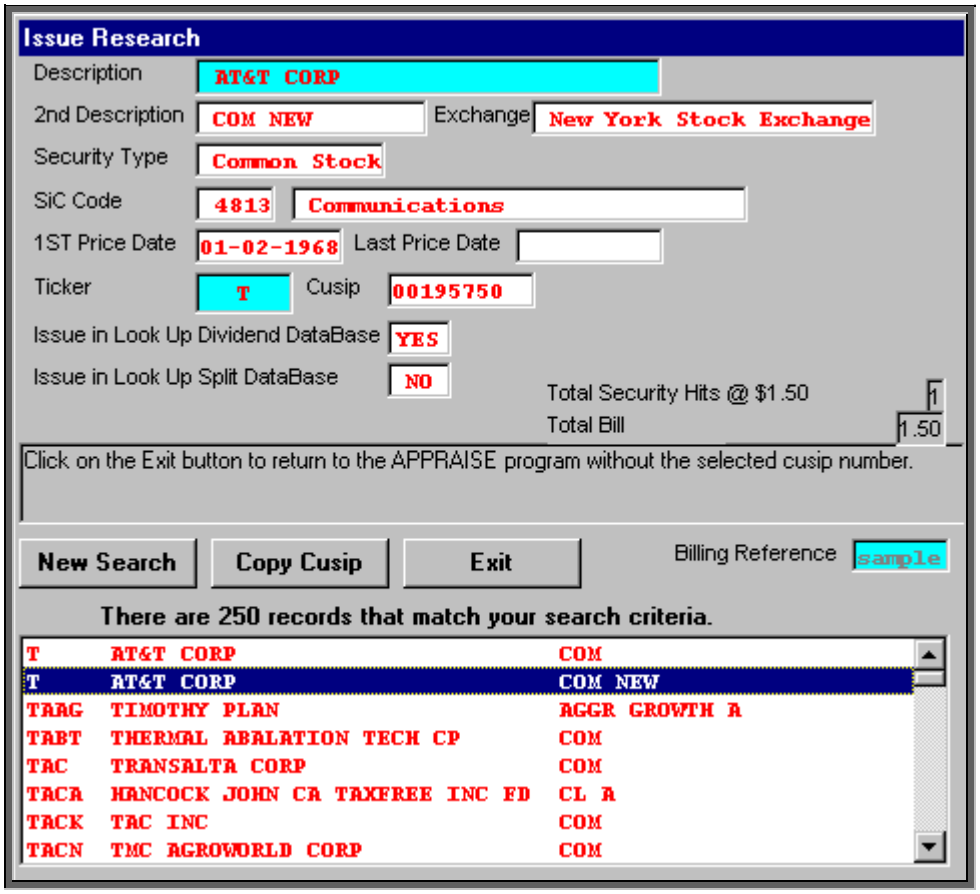

Issue Research
Description
2nd Description
Exchange
Security Type
SiC Code
1ST Price Date
Last Price Date
Ticker
Cusip
Issue in Look Up Dividend DataBase
Issue in Look Up Split DataBase
Total Security Hits @ $1.50
0
Total Bill
.00
You must enter a six (6) character billing reference code that will appear on your bill so you can identify the Look Up charges. The Look Up billing is done after you click the [Exit] button so only one (1) reference code can be used per Look Up session.
Search
Copy Cusip
Exit
Billing Reference

First enter your six-character billing reference and then enter a description or a ticker symbol of the security you are researching. Next, click on **Search**.

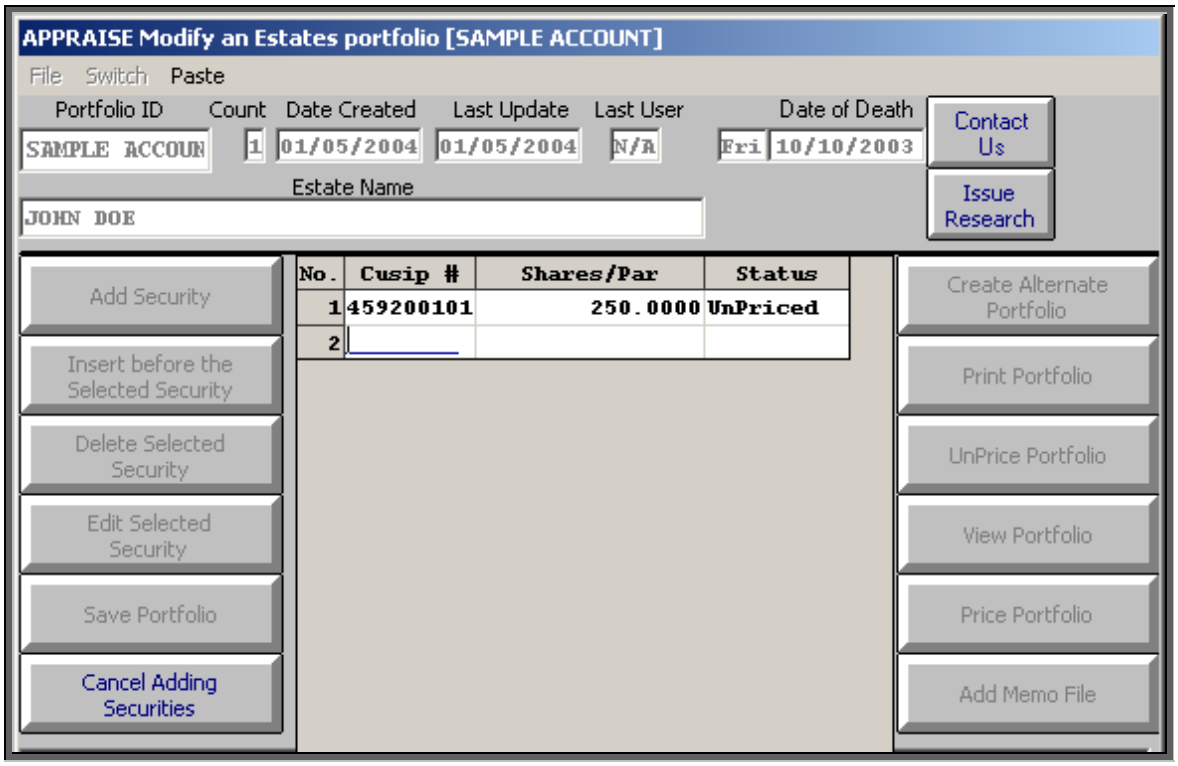


If our program cannot find an adequate CUSIP™ based on the information that you provided, you will be notified that "There are no records that match your search criteria".

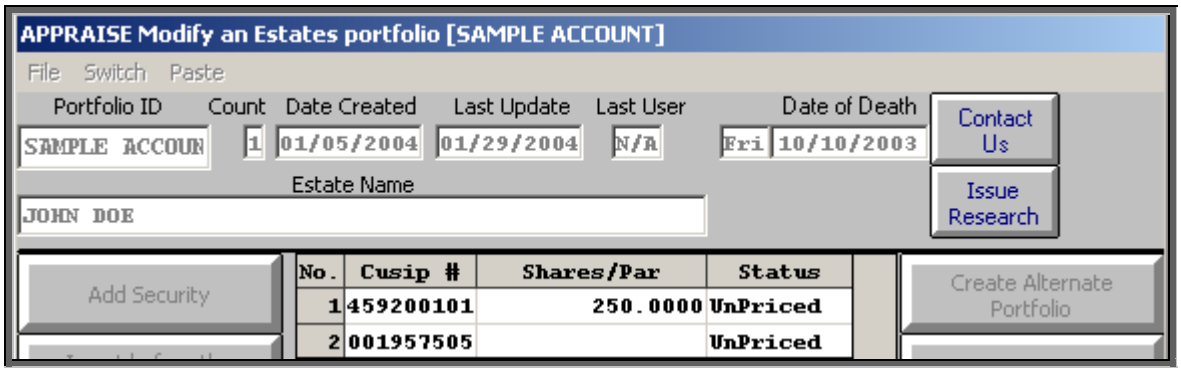
If the search is successful, several records that match your search criteria will appear on the bottom of the screen.



Using the up/down arrows, scroll down until you see the item that matches your criteria. In this example, we are searching for AT&T common stock. Choose the line that reads AT&T Corp Com New. Now, click on the item to get its full description including the CUSIP™. If you would like this CUSIP™ included in the portfolio, click on **Copy Cusip** and then **Exit**. You will be returned to the modify portfolio screen where you can Paste in the CUSIP™.

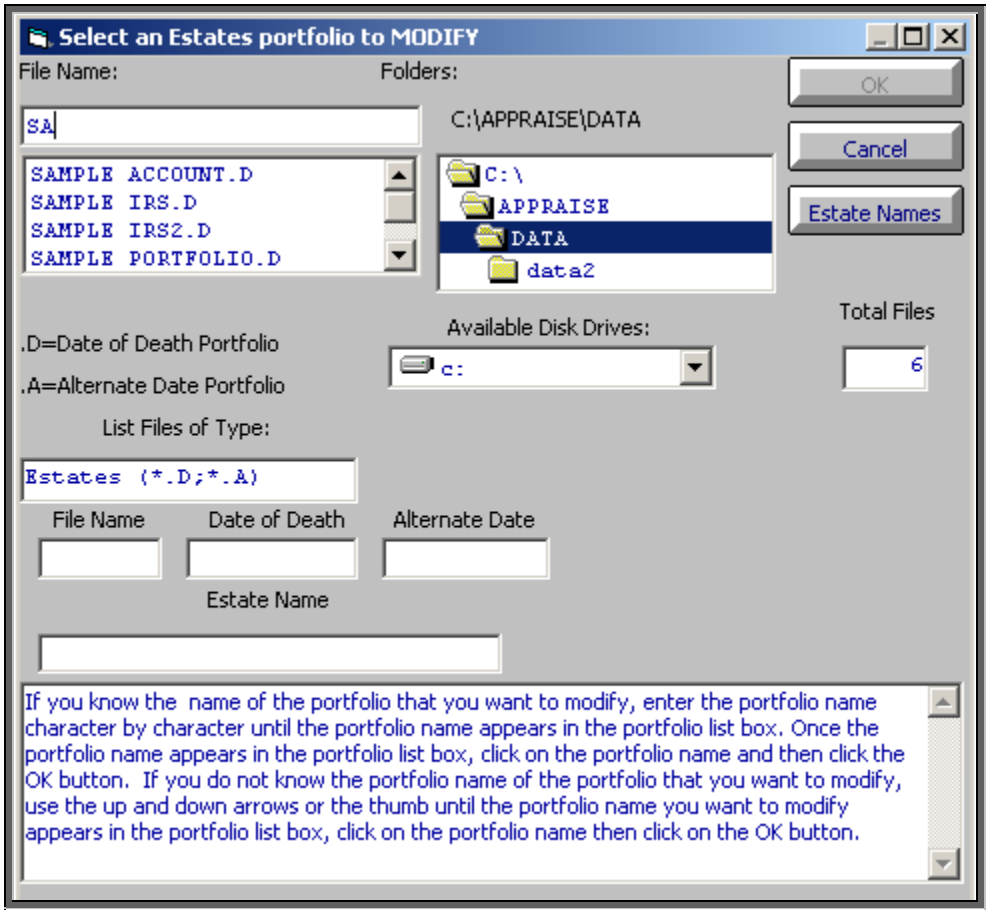


Click on **Add Security** and then click on **Paste** to insert the CUSIP™ from the Issue Research program.

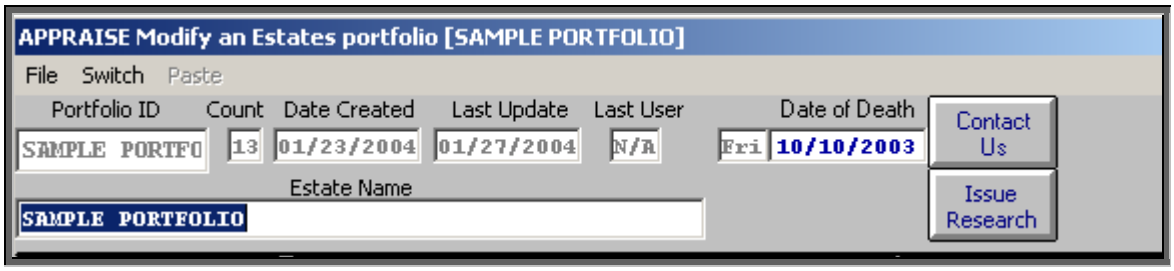


Next, enter the number of shares and continue to create your portfolio as normal. When finished adding securities, click on **Cancel Adding Securities** and then **Save Portfolio**. Please note you can only copy **1** CUSIP™ number at a time! To print a list of CUSIPS™ researched, refer to the Capital Changes/Issue Research section.

The main reasons for modifying an Estate portfolio are to create an alternate valuation report, and to add, delete, or modify existing information. To modify an existing portfolio, go to the Estates main menu and click on **Modify an existing Estate portfolio.**

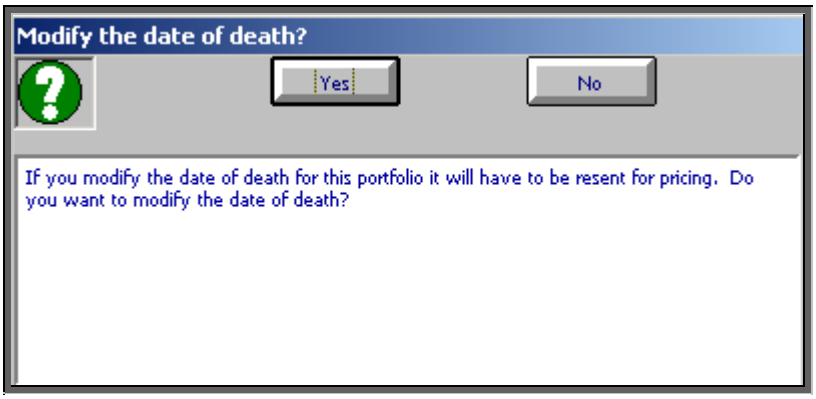

Select an Estates portfolio to MODIFY
File Name:
Folders:
SA
C:\APPRAISE\DATA
OK
Cancel
Estate Names
SAMPLE ACCOUNT.D
SAMPLE IRS.D
SAMPLE IRS2.D
SAMPLE PORTFOLIO.D
C:\
APPRAISE
DATA
data2
Total Files
6
.D=Date of Death Portfolio
.A=Alternate Date Portfolio
Available Disk Drives:
c:
List Files of Type:
Estates (*.D;*.A)
File Name
Date of Death
Alternate Date
Estate Name
If you know the name of the portfolio that you want to modify, enter the portfolio name character by character until the portfolio name appears in the portfolio list box. Once the portfolio name appears in the portfolio list box, click on the portfolio name and then click the OK button. If you do not know the portfolio name of the portfolio that you want to modify, use the up and down arrows or the thumb until the portfolio name you want to modify appears in the portfolio list box, click on the portfolio name then click on the OK button.

Choose the portfolio you want to modify by either typing in the file name or scrolling the up/down arrows and highlighting the selected portfolio. **All date of death portfolios are indicated by an extension of .d and all alternate portfolios are indicated by an extension of .a**. When you have made your selection, click **OK**.



You can change the name of the estate by highlighting the **Estate Name** that is in the estate name field and input the new estate name. You will not have to re-send the portfolio for pricing.

You can change the valuation date of the portfolio. Click in the date of death field.

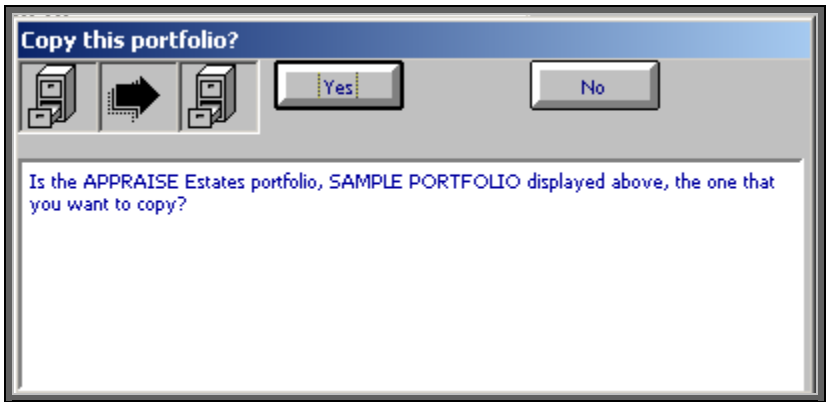

Modify the date of death?
Yes
No
If you modify the date of death for this portfolio it will have to be resent for pricing. Do you want to modify the date of death?

If you modify the date of death for this portfolio it will have to be resent for pricing. If you want to change the date, click Yes. Next, highlight the entire date and hit the delete key on your keyboard. Then, enter the new valuation date. You will have to re-price the entire portfolio. If you would like to keep all data for a portfolio based on a certain date and price all the same securities as of another date, use the **Copy** feature. Refer to the Copying an Estate portfolio section for detailed instructions.

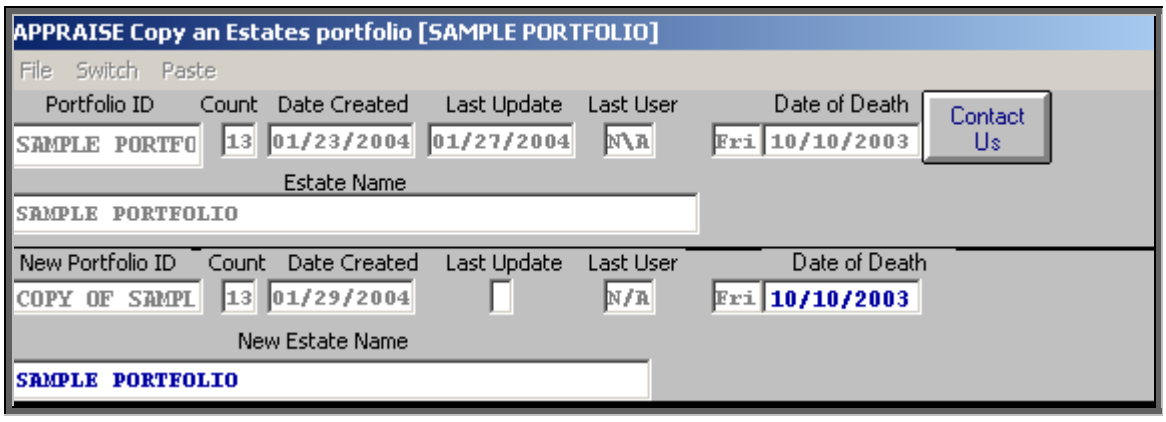
To change a CUSIP™/Ticker or shares, simply click on the appropriate field and re-enter the information, and then click **Save Portfolio**.

This function allows you to copy an existing Date of Death portfolio to another portfolio; you cannot copy alternates. You may want to do this for several reasons including changing the portfolios file name and/or the valuation date. **Do not use this function to create alternate valuations.** Please refer to the section on alternate portfolios for instructions.

There are two ways to copy a portfolio. If you are already in the portfolio you want to copy then go to File➔Copy this portfolio. From the main menu select Estate & Gift Tax, and then click on **Copy an Estate portfolio**. Select the portfolio to copy and click OK. Either way will lead you through the same process.

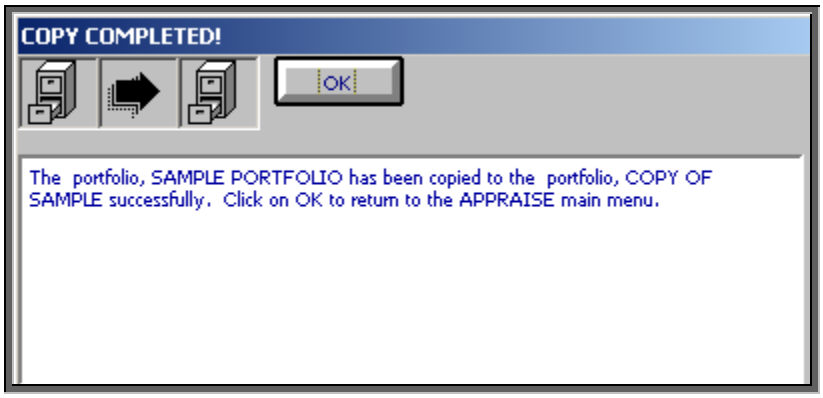

Copy this portfolio?
Yes
No
Is the APPRAISE Estates portfolio, SAMPLE PORTFOLIO displayed above, the one that you want to copy?

You will be prompted if this is the portfolio you want to copy. If this is the correct portfolio click Yes, if not click No and reselect your correct portfolio.



You must give the copy a different file name from the original. Next, you are placed at the estate name prompt. You can leave the estate name the same or change it by typing in a new name. Hit <enter> to advance to the date field. Delete the original date and enter a new date or if the date is to remain the same hit <enter> at the date prompt.

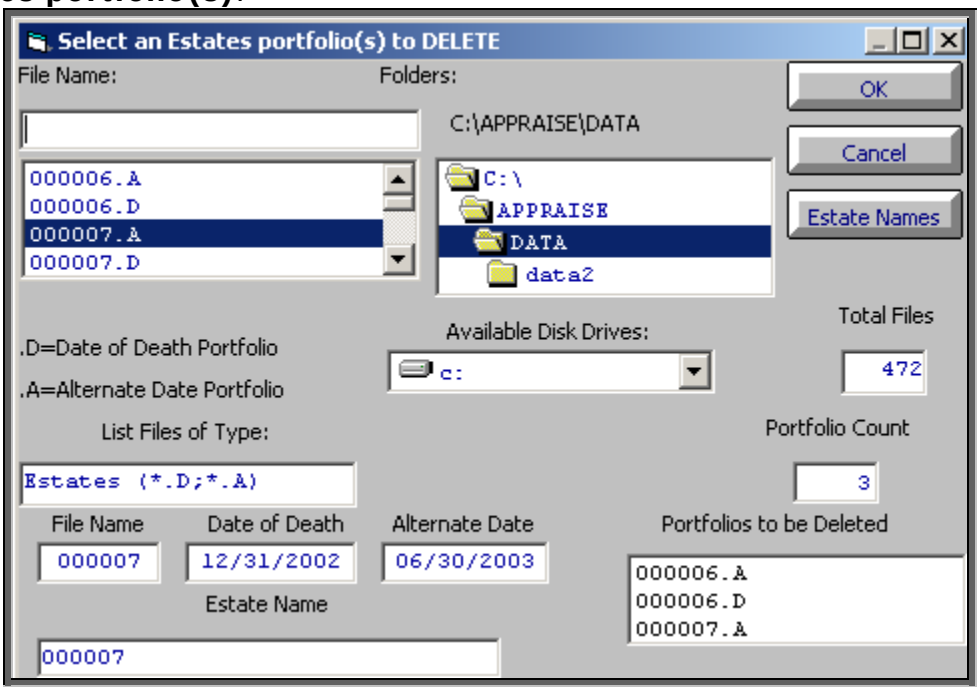
After you input the date you will see a Copy Completed box.


COPY COMPLETED!
OK
The portfolio, SAMPLE PORTFOLIO has been copied to the portfolio, COPY OF SAMPLE successfully. Click on OK to return to the APPRAISE main menu.

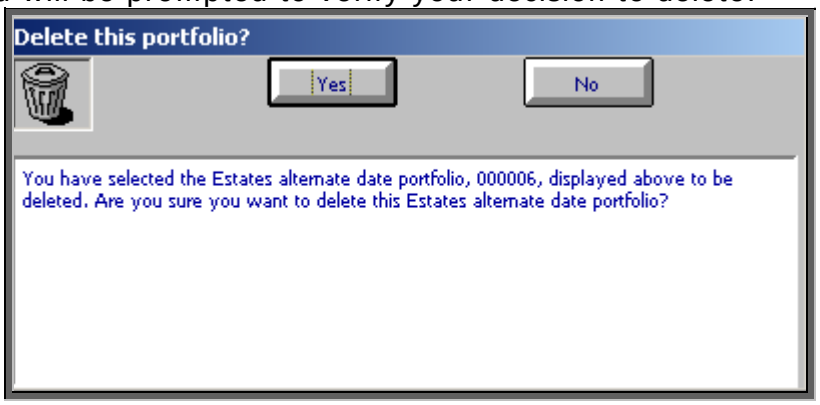
Click **OK** to return to the Estate & Gift Tax Main Menu. Note: if you had created the copy from the modify screen you will be returned to the portfolio. If your copy has a different date than the original, you must send it for pricing to obtain the correct values that specifically pertain to the new date. If the date was never changed, all the pricing data will be the same as the original portfolio.

This section is used to delete portfolios from the Appraise\data directory. Use this function only if you are absolutely sure that the portfolio is no longer needed. **Once a portfolio is deleted it cannot be recovered!**

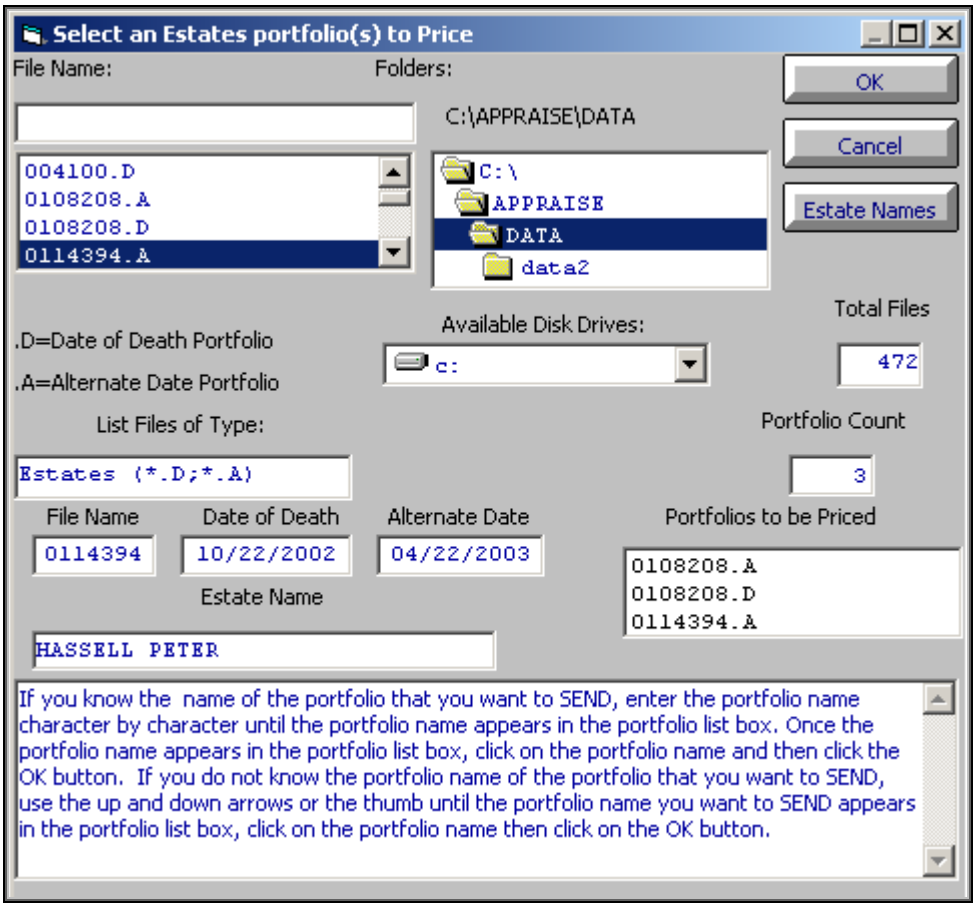
You can choose one or more portfolios to delete at a time. Click on **Delete Estates portfolio(s)**.



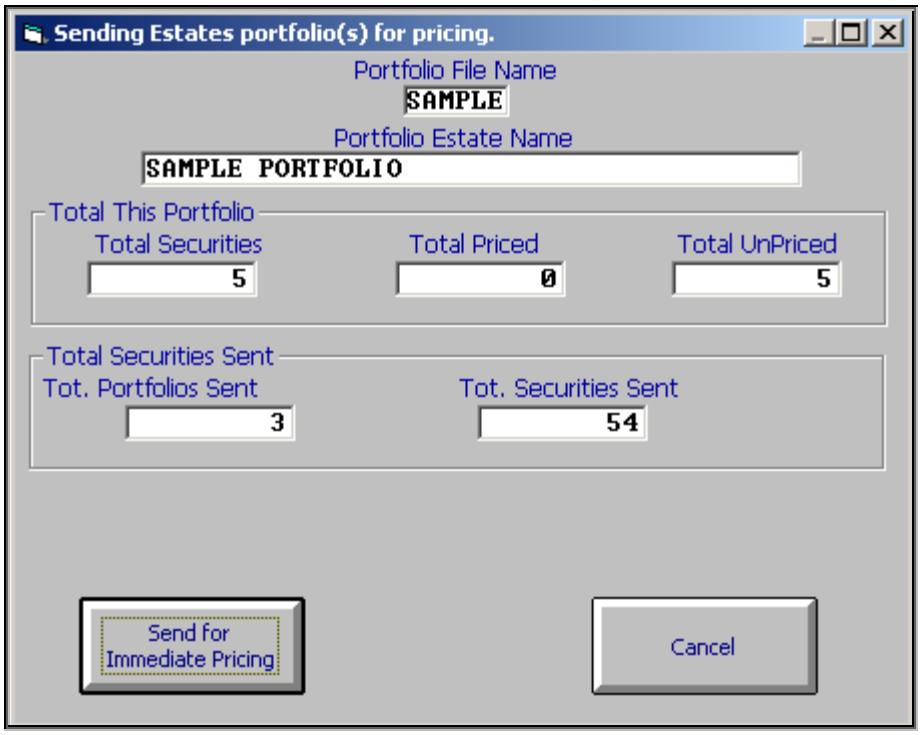
Click on each portfolio that you would like to <u>permanently</u> delete. The portfolios file name will appear in the **Portfolios to be Deleted** box along with a number indicating the number of portfolios to be deleted in the **Portfolio Count** box. Next, click on **OK**. For each portfolio that you have chosen, you will be prompted to verify your decision to delete.


Delete this portfolio?
Yes
No
You have selected the Estates alternate date portfolio, 000006, displayed above to be deleted. Are you sure you want to delete this Estates alternate date portfolio?

This section allows you to send one or multiple portfolios at the same time. Sending more than one saves time. Click on **Send Estates portfolio(s) for pricing**. Next, click on each of the portfolios you would like to send for pricing.

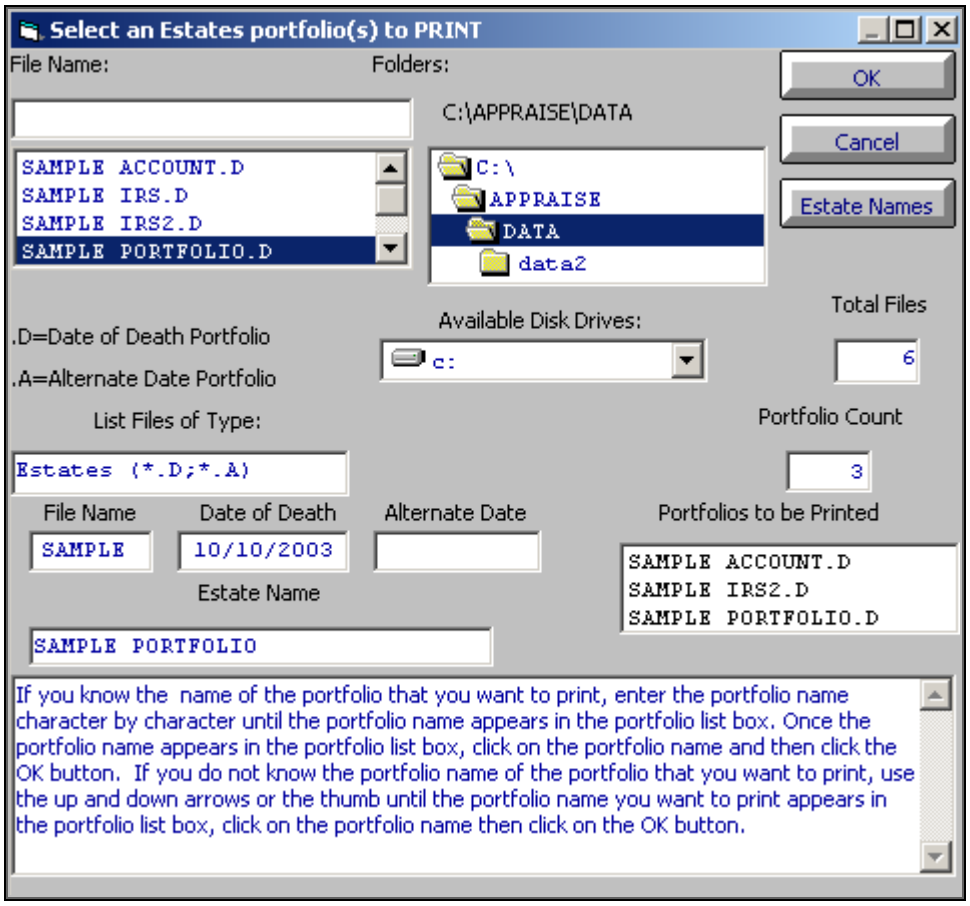

Select an Estates portfolio(s) to Price
File Name:
Folders:
OK
C:\APPRAISE\DATA
Cancel
004100.D
0108208.A
0108208.D
0114394.A
C:\
APPRAISE
DATA
data2
Estate Names
Total Files
.D=Date of Death Portfolio
Available Disk Drives:
c:
472
.A=Alternate Date Portfolio
List Files of Type:
Portfolio Count
Estates (*.D;*.A)
3
File Name
Date of Death
Alternate Date
Portfolios to be Priced
0114394
10/22/2002
04/22/2003
0108208.A
0108208.D
0114394.A
Estate Name
HASSELL PETER
If you know the name of the portfolio that you want to SEND, enter the portfolio name character by character until the portfolio name appears in the portfolio list box. Once the portfolio name appears in the portfolio list box, click on the portfolio name and then click the OK button. If you do not know the portfolio name of the portfolio that you want to SEND, use the up and down arrows or the thumb until the portfolio name you want to SEND appears in the portfolio list box, click on the portfolio name then click on the OK button.

The portfolios file name will appear in the **Portfolios to be Priced** box. The **Portfolio Count** box indicates the number of portfolios to be sent. When all the information is correct, click on **OK**.

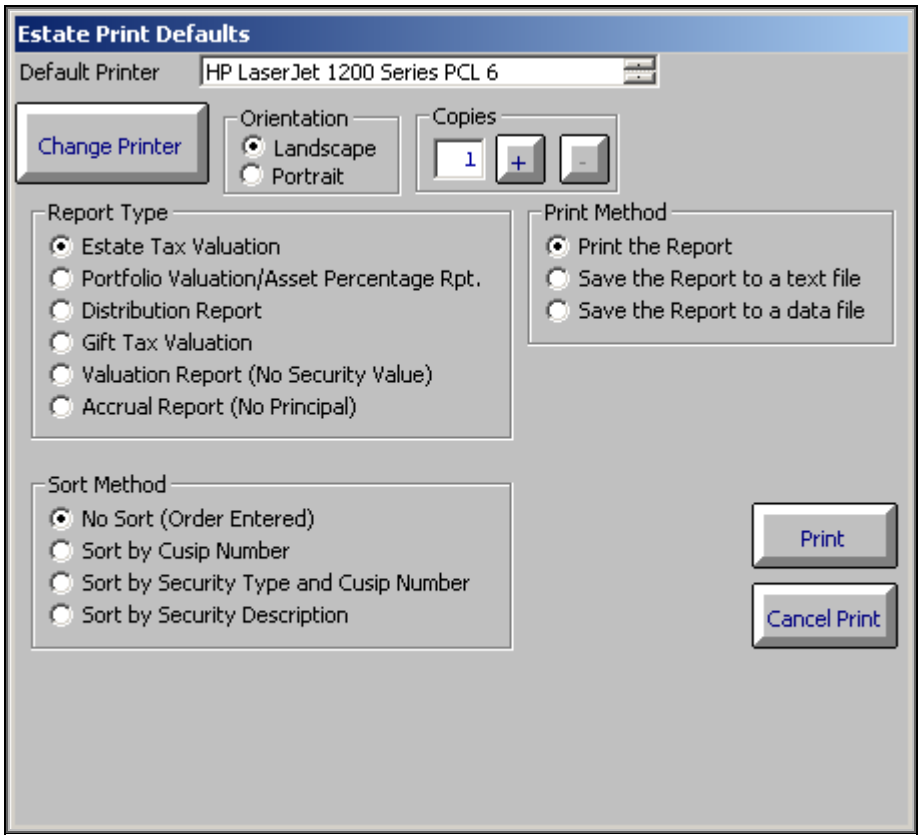


Click, on **Send for Immediate Pricing**. While sending for immediate pricing, you will see blue boxes at the bottom of the screen along with messages summarizing the progress of your pricing. When pricing is complete, the progress bar will reach 100%. The next screen will indicate which portfolios were loaded (priced) successfully along with any CUSIPS™ that were unsuccessfully priced. Click on **Download Complete** located at the bottom of the screen. You will be returned to the Estate & Gift Tax main menu. You can now view, print or modify your portfolio(s).

This section allows you to print one or more portfolios at a time. Click **Print Estate portfolio(s)**.


Select an Estates portfolio(s) to PRINT
File Name:
Folders:
OK
C:\APPRAISE\DATA
Cancel
SAMPLE ACCOUNT.D
SAMPLE IRS.D
SAMPLE IRS2.D
SAMPLE PORTFOLIO.D
C:\
APPRAISE
DATA
data2
Estate Names
Total Files
.D=Date of Death Portfolio
Available Disk Drives:
c:
6
.A=Alternate Date Portfolio
List Files of Type:
Portfolio Count
Estates (*.D;*.A)
3
File Name
Date of Death
Alternate Date
Portfolios to be Printed
SAMPLE
10/10/2003
SAMPLE ACCOUNT.D
SAMPLE IRS2.D
SAMPLE PORTFOLIO.D
Estate Name
SAMPLE PORTFOLIO
If you know the name of the portfolio that you want to print, enter the portfolio name character by character until the portfolio name appears in the portfolio list box. Once the portfolio name appears in the portfolio list box, click on the portfolio name and then click the OK button. If you do not know the portfolio name of the portfolio that you want to print, use the up and down arrows or the thumb until the portfolio name you want to print appears in the portfolio list box, click on the portfolio name then click on the OK button.

Click each of the portfolios that you would like to print. The portfolio file name will appear in the **Portfolios to be Printed** box. The **Portfolio Count** box will indicate the number of portfolios to be printed. When all the information is correct, click on **OK**.



The Estate Print Defaults screen is where you can choose a printer (determined by the operating system), paper orientation (portrait or landscape), number of copies (1 or more), report type, print method, and sort method.

Selecting a Printer: When you print a portfolio, it will automatically print to your system's default printer. However, you have the option to change the output media for your report by clicking on the **Change Printer** button and using the drop down arrow keys to indicate the desired printer. You must highlight to select the printer by clicking in the **Default Printer** box. This printer change is only temporary; the program will always default back to your system's default printer.

Number of Copies: You also have the option of printing more than one copy of the portfolio(s). To determine the number of copies, click on the plus **+** or minus **–** signs to increase or decrease the number of copies.

Orientation: Select either Landscape or Portrait by highlighting your choice. Our default setting is Landscape.

Print Method: The print method will default to **Print the Report**. This will produce a Hard Copy of the report. This is the print method most often used.

Appraise also offers two other print methods. **Save the report to text file** saves the report in ASCII format. ASCII format gives you a facsimile of the actual report. You can open the file using such programs as Microsoft™ Word, WordPad, Notepad, etc. Appraise will attach the extension .dut (for date of death) or .aut (for alternate valuation) to the portfolio file name and then save it in the \Appraise\data directory. **Save the report to a data file** saves the report to a comma-delimited format, which you can use to import into spreadsheets and accounting software. Appraise will attach the extension .ddt (for date of death) or .adt (for alternate valuation) to the portfolio file name and then save it in the \Appraise\data directory.

Report Type: The Estates program offers several report types. The type of report determines the header to be used and how the valuation date is classified. It also determines what information will be displayed in the report.

Estate Valuation This report type is the most common and has a header of *Estate Tax Securities Valuation* and lists the clients name under the heading *Name of Estate.* The date is classified as *Date of Death.* It displays the high, low, and mean price and security value including accrued dividends and interest.

Distribution Report This report type displays the same information as the estate valuation but has a header of *Distribution Valuation.* The client name is listed under the heading *Portfolio Name,* and classifies the date as *Distribution Date.*

Portfolio Valuation / Asset Percentage Report This report type displays the same information as the two above reports but has a header of *Portfolio Valuation,* lists the client name under the heading *Portfolio Name,* and classifies the date as the *Valuation Date.* This report also prints out a separate page that shows the allocation of the securities. For Example:

	Security Type Value Total	Percentage of Value Grand Total	Security Type Div/Int Total	Percentage of Div/Int Grand Total
Common Stock(s)	124,410.88	71.269%	641.23	67.149%
Mutual Fund(s)	25,153.20	14.409%	63.70	6.671%
Text(s)	25,000.00	14.321%	250.00	26.180%
GRAND TOTALS	174,564.08	100.000%	954.93	100.000%

Gift Tax Valuation This report type displays all the information as an Estate Valuation but has a header of *Gift Tax Valuation* and lists the client name as *Portfolio Name* and the date is classified as *Gift Date.*

Valuation Report This report type displays all the information of an Estate Valuation except the security value, and has a heading of *Estate Report Without Security Value.* The client name is under the heading *Name of Estate.*

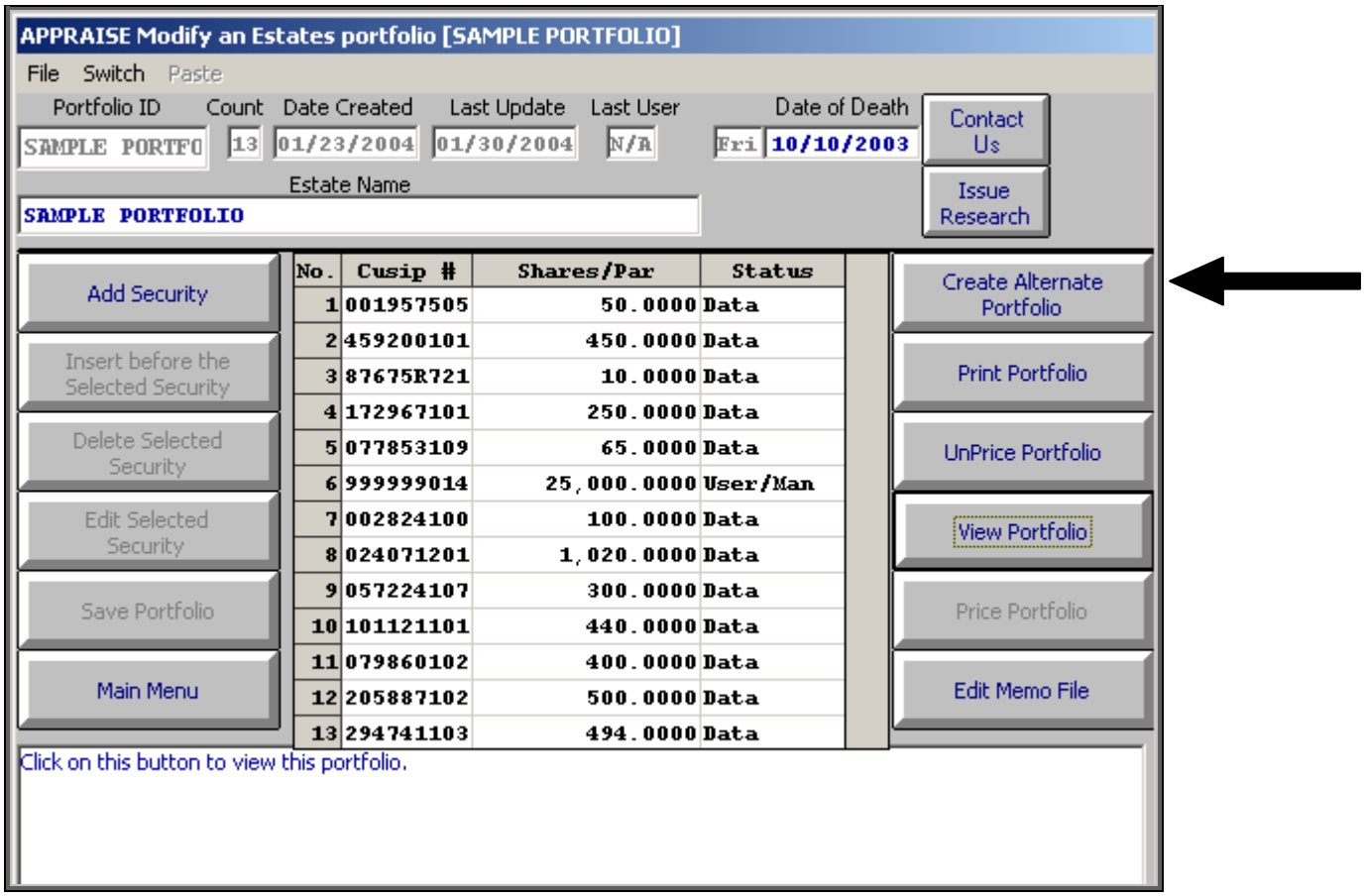
Accrual Report This report type displays only the accrual/dividend information: the prices and the security value are all excluded from this

report. The client name is displayed under the heading *Name of Estate* and the date is classifies as *Date of Death.*

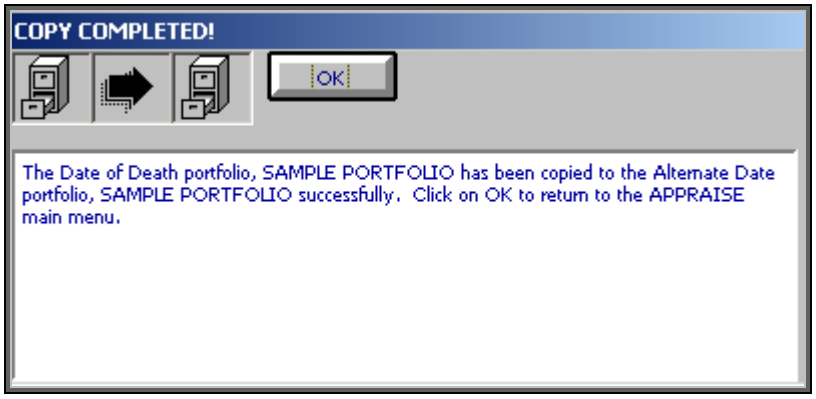
Sort Method: The sort method decides the order in which the securities will be printed on the report. When you sort by **Security type and CUSIP™ number**, Appraise will divide the portfolio into sections based upon security type; it will provide a header such as Common Stock, Mutual Fund, Corporate Bonds, etc for that corresponding group of securities. It will also subtotal the values of each security type (Total Common Stock) after each section while still providing a grand total of all the securities at the end of the report. **Sort by CUSIP™ Number** is in ascending order while **Sort by Security Description** is in alphabetical order.

Creating An Alternate Portfolio

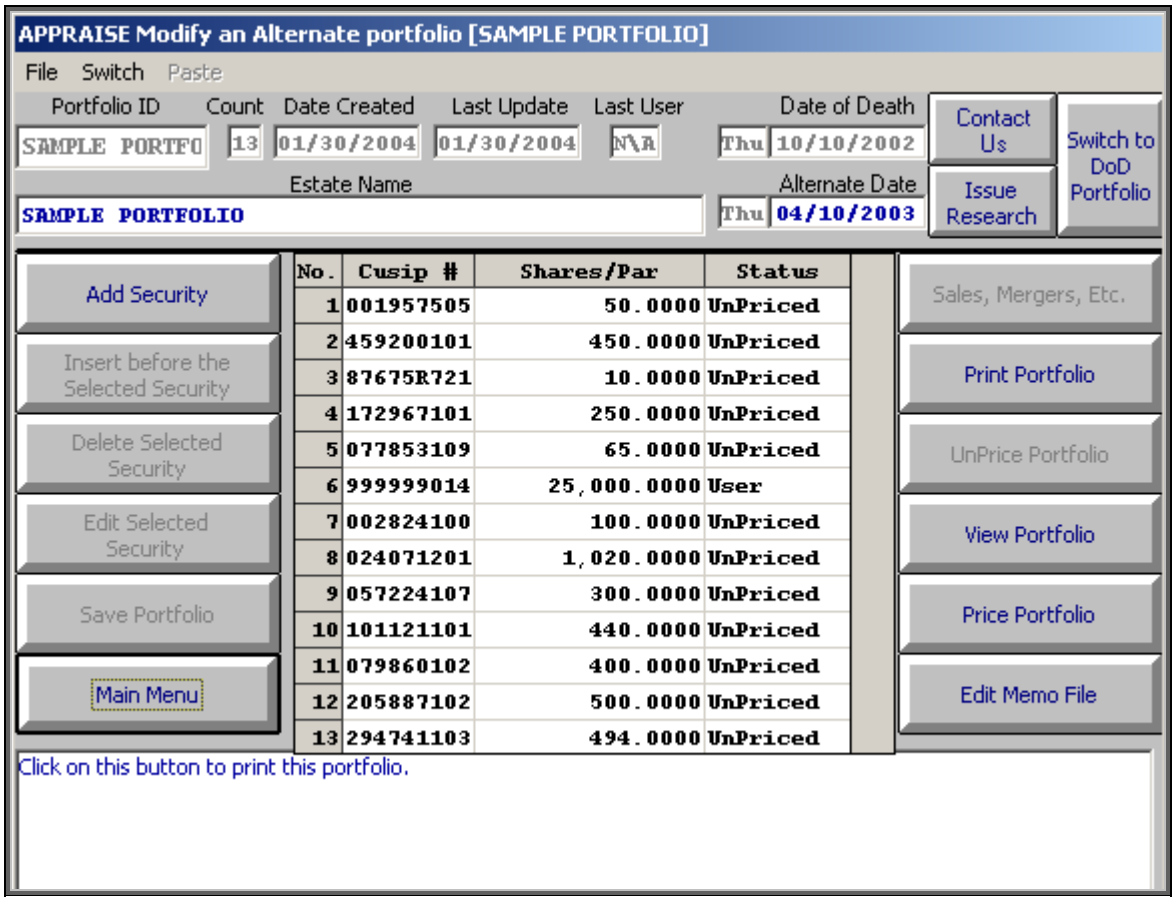
The alternate valuation date portfolio is always created from within the original date of death portfolio. To create an alternate valuation portfolio, click on the Modify an Estate Portfolio button and choose the estate portfolio for which you need an alternate. While inside of the date of death portfolio, click on **Create Alternate Portfolio**.



The Appraise program will automatically create an alternate portfolio with a valuation date for 6 months after the date of death.


COPY COMPLETED!
OK
The Date of Death portfolio, SAMPLE PORTFOLIO has been copied to the Alternate Date portfolio, SAMPLE PORTFOLIO successfully. Click on OK to return to the APPRAISE main menu.

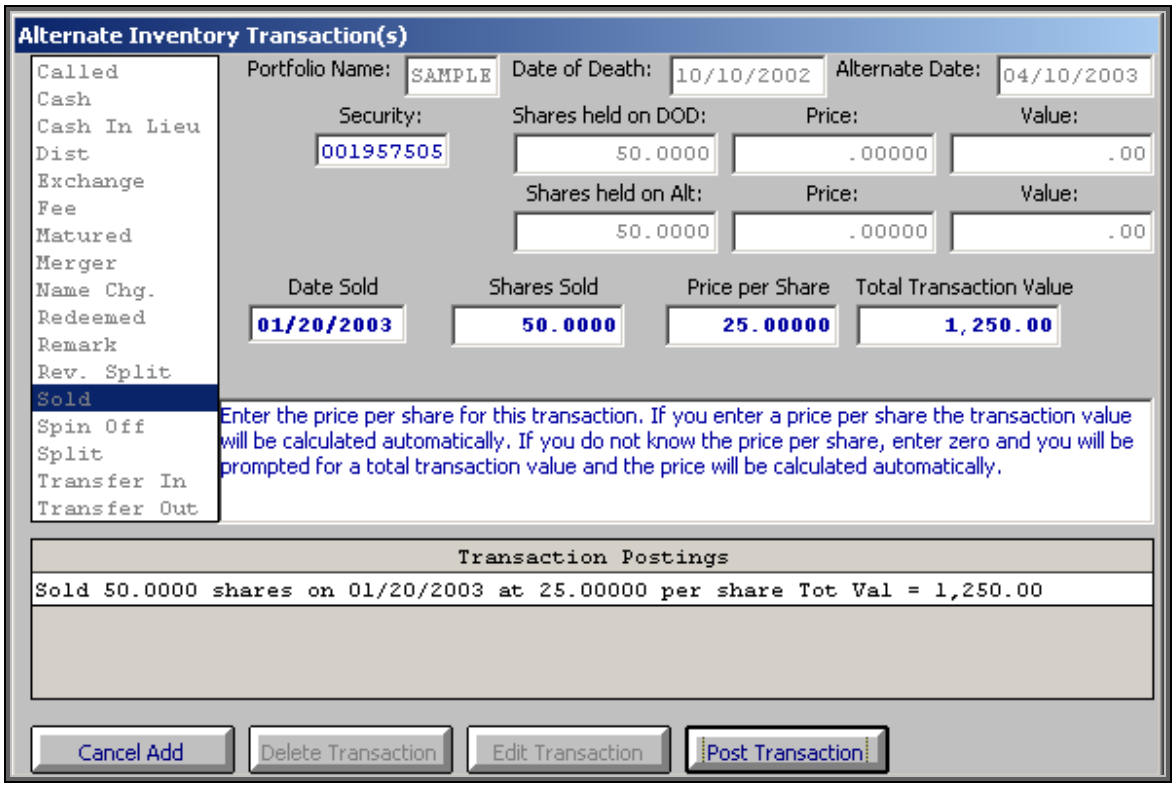
The alternate screen is similar to the date of death screen with a few differences. The alternate screen will list the date of death and the alternate valuation date. There is now a **Switch to DOD/ALT Portfolio** button on the upper right, which allows you to toggle between the date of death and alternate date portfolios. The alternate portfolio has an option to report any activities between the date of death and alternate valuations.



Remember, the date of death portfolio and the alternate portfolios are two separate reports. They do however; have the same file name distinguished by the file extension. The date of death has a file extension of .**D** while the alternate has an .**A**. Any additions to the portfolio should be entered in the date of death portfolio. The Appraise program will then automatically include the CUSIP™ and shares to the alternate portfolio.

Alternate Inventory Transactions
Activity Between Date of Death and Alternate Valuation

Sometimes certain transactions such as sales, mergers and name changes occur between the date of death and the alternate date. You can account for these occurrences by using our alternate inventory transaction feature. *Before proceeding to post transactions, please insure that you have all required information such as dates, CUSIPS™, shares, and prices.* To post transactions, click on the specific CUSIP™ number and then click **Sales, Mergers, Etc.**



There is a listing of 17 transaction types to choose from.

Below is an explanation of a few of our 17 transaction types:

Sold: This is our most popular feature. Use this to account for any sales of securities between the date of death and alternate dates. You will be prompted to input the date of the sale, the number of shares sold, and either the price per share of the security value of the sale.

When you are prompted to enter a price, enter either the price per share or the total security value. If you have the price per share, enter that value and hit enter. You are then prompted to enter a security value. Ignore that field by hitting enter. Appraise will then calculate the value for you. Or vice versa, if you do not have the price per share but only the security value, hit enter at the Price per Share field and enter the security value only. Appraise will automatically calculate the price per share.

The sale transaction feature will adjust your alternate shares accordingly. You can do multiple sales, sell partial shares or sell all shares. However, you will not be allowed to sell more shares than what were owned as of the date of death portfolio.

Spin-Off: Sometimes a company decides to "spin-off" part of the parent company (sometimes a division or group) to form a new company. Shareholders receive shares of the new company, resulting with owning shares of both companies. This should be shown on the alternate report. You will be prompted to give the date of the spin-off, the CUSIP™ for the new company, and the shares now owned of the new company. The CUSIP™ and shares will be automatically added to the alternate portfolio.

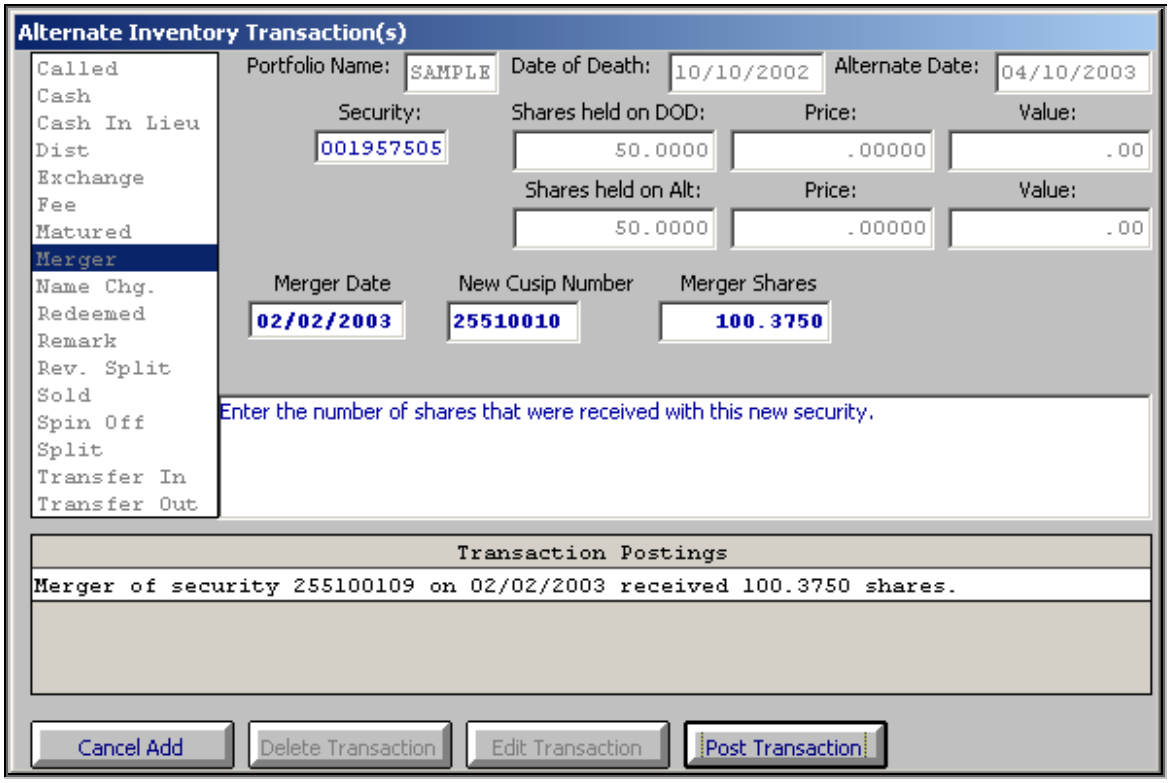
Name Change: A company may undergo a name change. This transaction feature will indicate this action. You will be prompted to give the date of the name change along with the CUSIP™ number. Appraise will add the new CUSIP™ number to the portfolio. The new CUSIP™ will have the same number of shares as the original because the company simply changed their name. Please do not confuse this transaction with a merger.

Note: If you need to post multiple transactions to a security that has had a name change, you must post the name change last. Once you post a name change transaction to a security, you will ***not*** be able to post, edit, or delete any transactions for the security until you first delete the CUSIP™ that was added as a result of the name change.

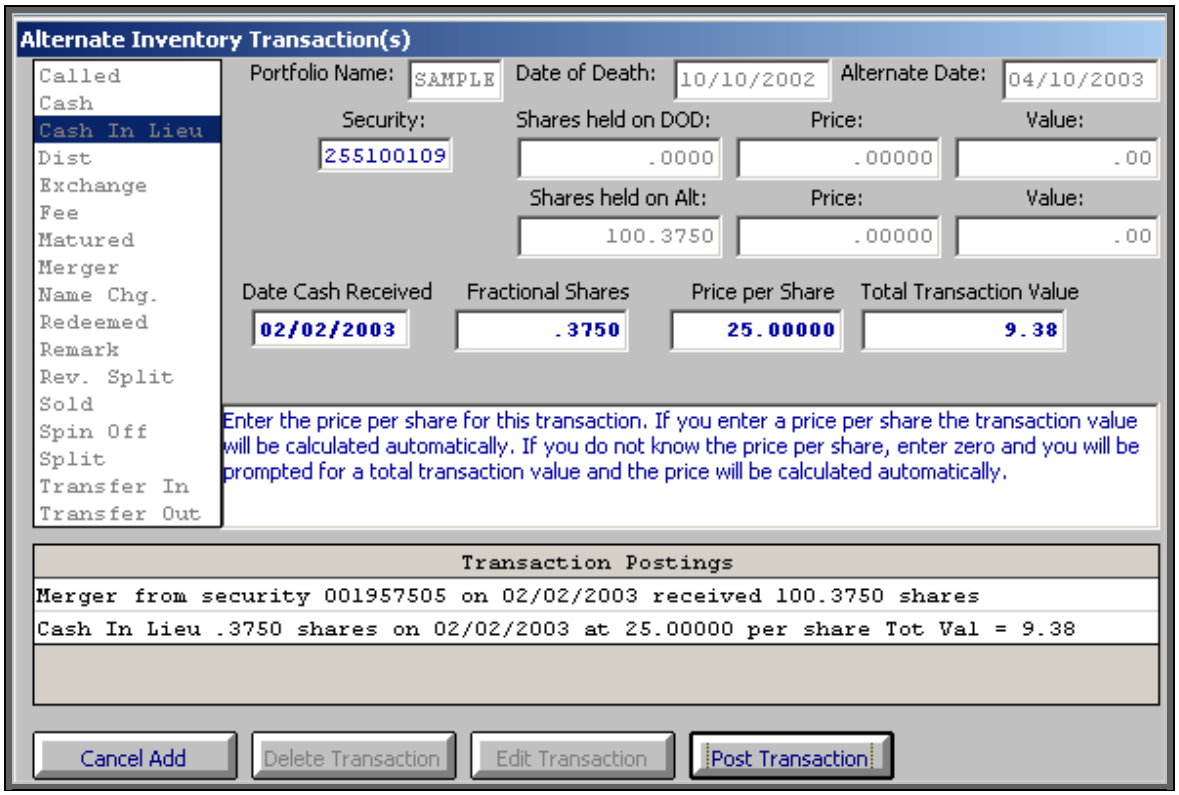
Transaction Postings
Sold 100.0000 shares on 11/01/2002 at 60.00000 per share Tot Val = 6,000.00
Sold 250.0000 shares on 11/15/2002 at 50.00000 per share Tot Val = 12,500.00
Name Chg. from security 459200101 to security 459200200 on 12/01/2002 100.0000

To delete or edit the name change transaction, you must first delete the new CUSIP™ from the portfolio.

Merger: Many companies venture into acquisitions and/or merge to form new companies. If a company is acquired it ceases to exist under its old entity. Often a company may be acquired between the date of death and the alternate valuation. In such a case, you may receive pricing information as of the date of death but not on the alternate date. Appraise allows you to show the merger and obtain pricing for the company of acquisition. Click on the appropriate CUSIP™ and then click on **Sales, Mergers, Etc**. Select *merger* from the transaction list box. The program will prompt you for the acquisition date, the new CUSIP™, and the number of shares for the new company. Next, click on Post Transaction and then Finished. Appraise will then automatically add the new company to the portfolio.



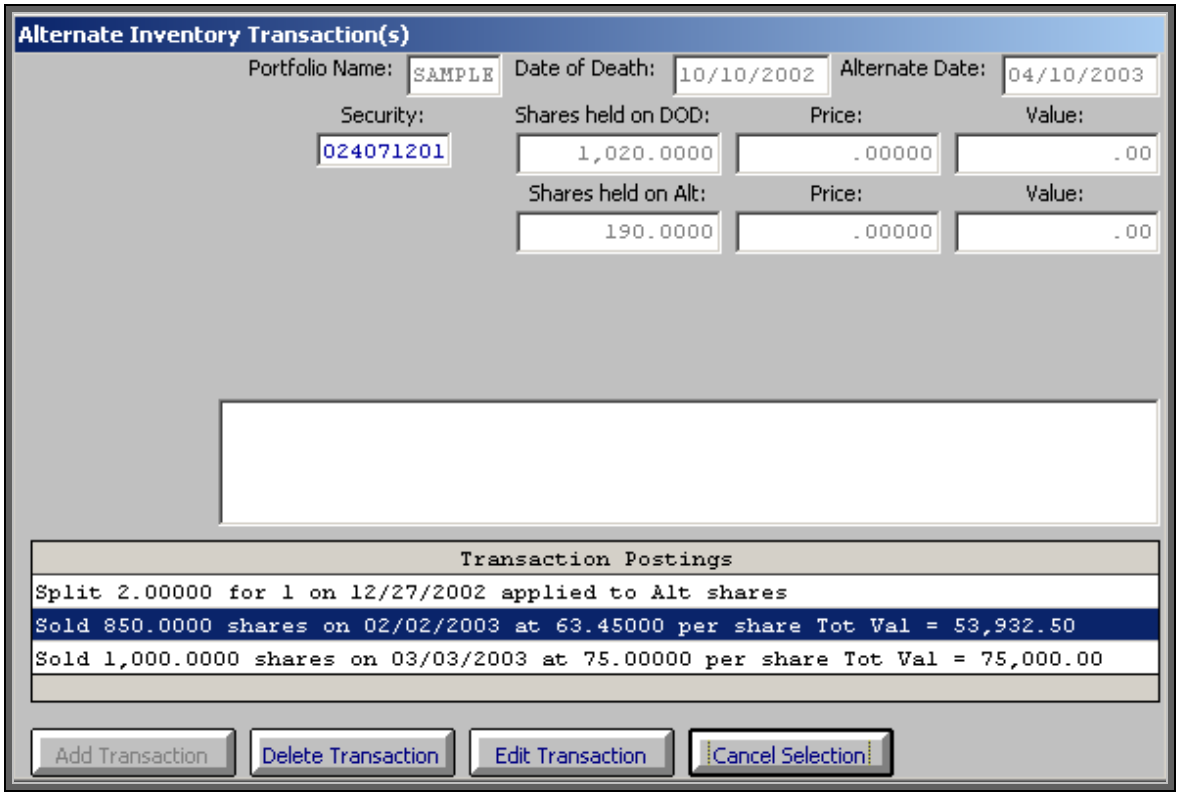
Sometimes as a result of a merger, a shareholder will obtain shares of a new stock and/or cash. Many times after the share conversion, you may be left with partial shares. Most merger terms include cash in lieu rates for fractional shares. If you received some form of cash along with shares of a new company, you must post the cash on the merged company's CUSIP™. Highlight the new CUSIP™ and then click on **Sales, Mergers, Etc.** Select *cash in lieu* from the transaction list box. The program will prompt you for the cash received date and the fractional shares.



Before posting a merger or name change, verify that all information is correct. Once a merger/name change is posted, the security cannot be edited without first deleting the security that resulted from the transaction. The merged company no longer exists and has been changed into the other company. With name change, the company no longer exists under the old name. All subsequent transactions should be done under the company's new name.

Fee: Use this option to account for fees such as broker commissions or transaction costs. Appraise will prompt you for date cash received and dollar amount. We also provide a field (required) to describe the origin of the fee. After entering the description hit <enter> and then **Post Transaction**. On the finished report, all fees are represented as a negative number and will reduce the final security value.

You can add several transactions to a single security by continuing to click on **Add Transaction** and then selecting a transaction. Exceptions are Name Change and Merger as explained above.



If you need to delete or edit a transaction, click on the transaction and then click either delete or edit transaction. The **Delete Transaction** will delete all of its contents. Use the **Edit Transaction** to make modifications to an existing transaction.

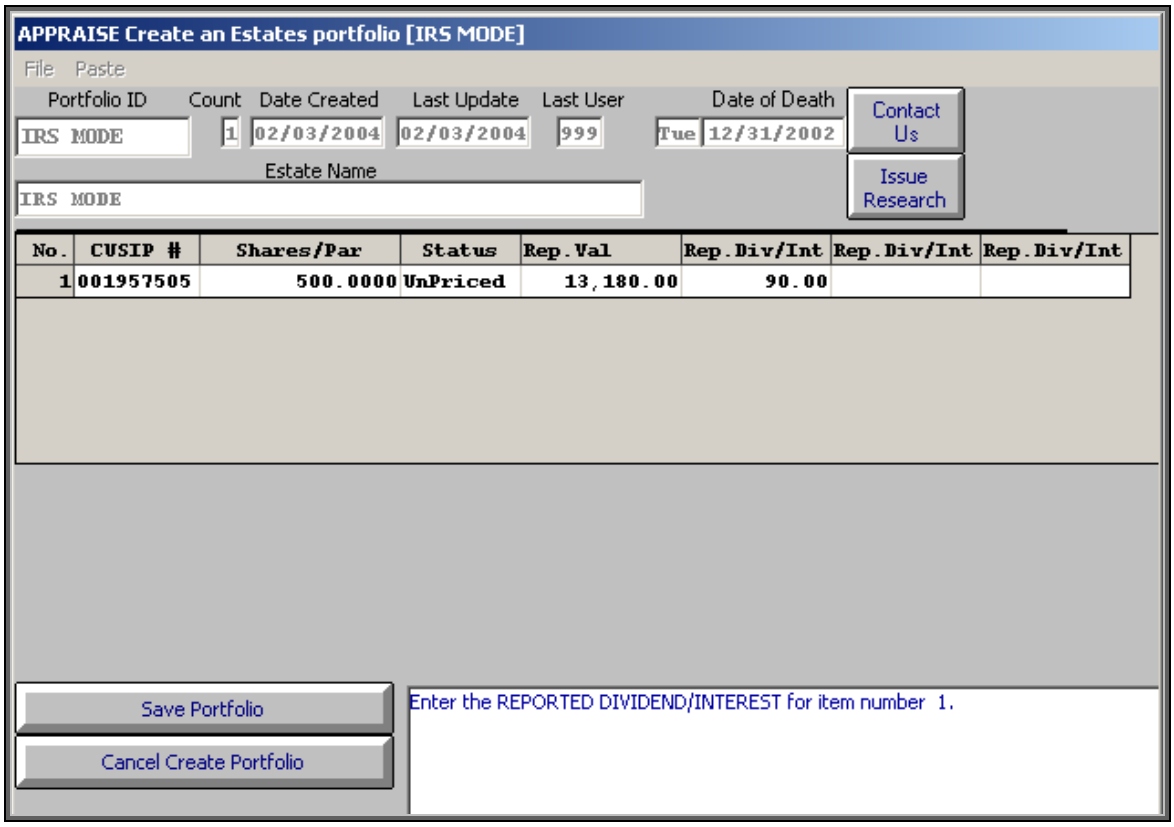
Try not to add a security to the alternate that did not exist on the date of death report *without* using the Sales, Merger's, Etc button. This will help you explain all account changes that occurred between the date of death and alternate valuation date.

IRS Mode

This option will allow you to enter reported values and reported accruals per security and compare the differences between the actual values and the reported values. To run the Appraise program in IRS Mode you must first change the setting in system setup. From the **Main Menu** of Appraise, click on **System Setup**. On the Methodology page click on the Run IRS Mode tab and toggle to **'Y'** and then click **Done**.

You will notice a truncated version of Appraise, limited to run Estate & Gift Tax portfolios only in IRS Mode.

To begin, click on Estate & Gift Tax and then click on **Create a new Estate Portfolio**. You are initially prompted to enter a portfolio ID. This file name must be alphanumeric and between 4 and 40 characters including spaces and hyphens. The estate name field is optional. Hit <enter> to advance to the date of death field. Enter the date as MM/DD/YYYY. You are now ready to enter the CUSIP™ and shares.



Enter the CUSIP™ for item number 1 Appraise will automatically advance the cursor to the Shares/par field. Input the number of shares and hit <enter>. The status of item number 1 is UnPriced. Next, enter the Reported value of the security and the reported dividends or interest. Appraise supplies three fields for dividends and interest. If you only have one dividend to report hit <enter> in the subsequent reported dividend/interest fields to advance the cursor. Next click on **Save Portfolio**. To receive the actual value of the security, click on **Price Portfolio** located at the lower right. After pricing is complete view the portfolio to compare the differences between the actual security value and the reported security value.

ESTATE TAX SECURITIES VALUATION — PAGE NO. 1

ACCOUNT: IRS MODE

Name of Estate: IRS MODE

DATE OF DEATH: Tuesday, December 31 2002

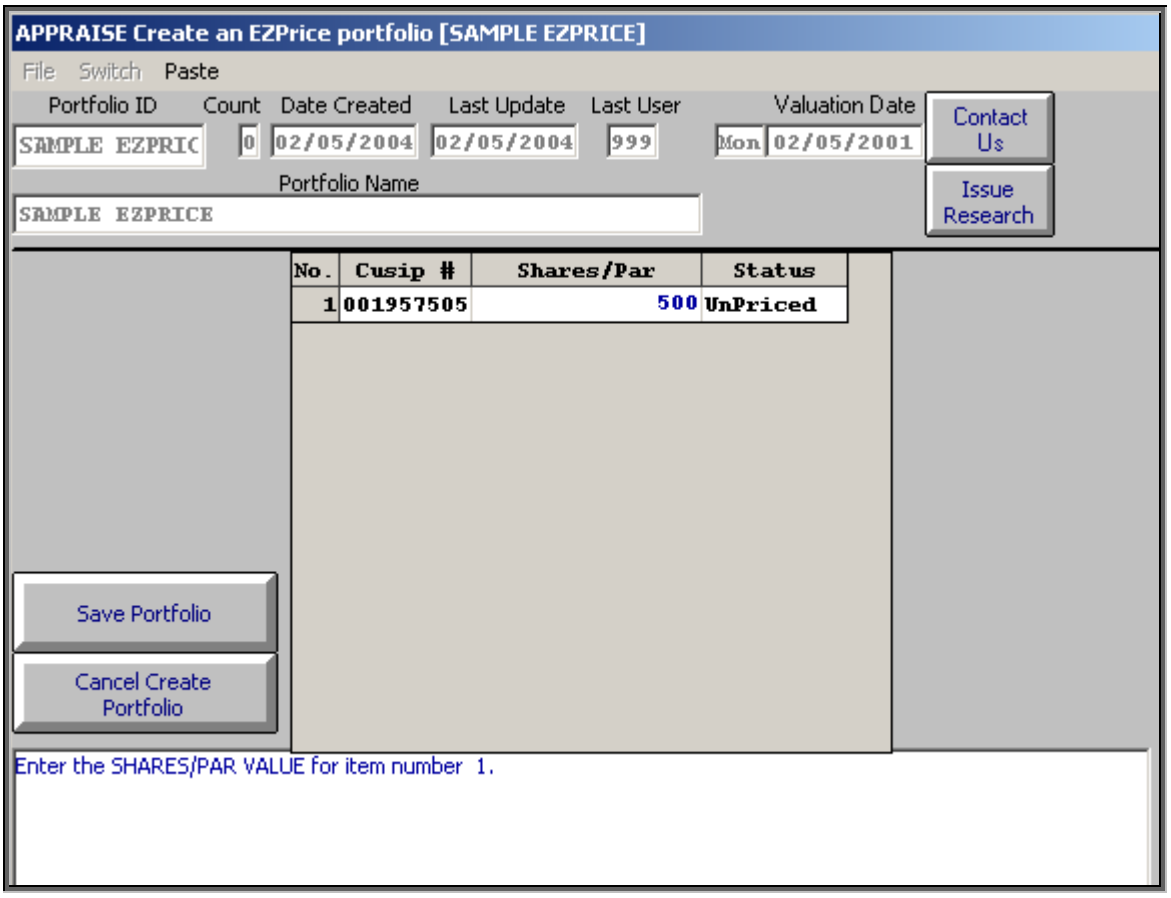
ITEM	CUSIP NO	SHARES/ PAR VALUE	DESCRIPTION	PRICE DATE	HIGH/ASK PRICE	LOW/BID PRICE	MEAN PRICE	SECURITY VALUE ACCRUED DIV/INT	REPORTED VALUE REPORTED DIV/INT	DIFFERENCE
1)	001957505	500	AT&T CORP COM	12/31	26.7000	26.0300	26.36500	13,182.50	13,180.00	2.50
			DIV $0.1875 EX 12/27/2002 REC 12/31/2002 PAY 02/03/2003					93.75	90.00	3.75

	ACTUAL	REPORTED	DIFFERENCE
TOTAL OF SECURITIES VALUED	13,182.50	13,180.00	2.50
TOTAL OF DIVIDEND/INTEREST	93.75	90.00	3.75
TOTAL PORTFOLIO VALUE	13,276.25	13,270.00	6.25

If you're interested in single security pricing and portfolio reporting, use EZPrice. EZPrice has historical pricing for more than 3 million global securities. When you price securities using EZPrice, you will create a report that will supply the high/ask, low/bid, close/mean, security value, estimated annual income, and yield percentage. EZPrice is also used to price foreign securities.

From the Main Menu of Appraise, click on EZPrice. Next, click on **Create a new EZPrice portfolio**.

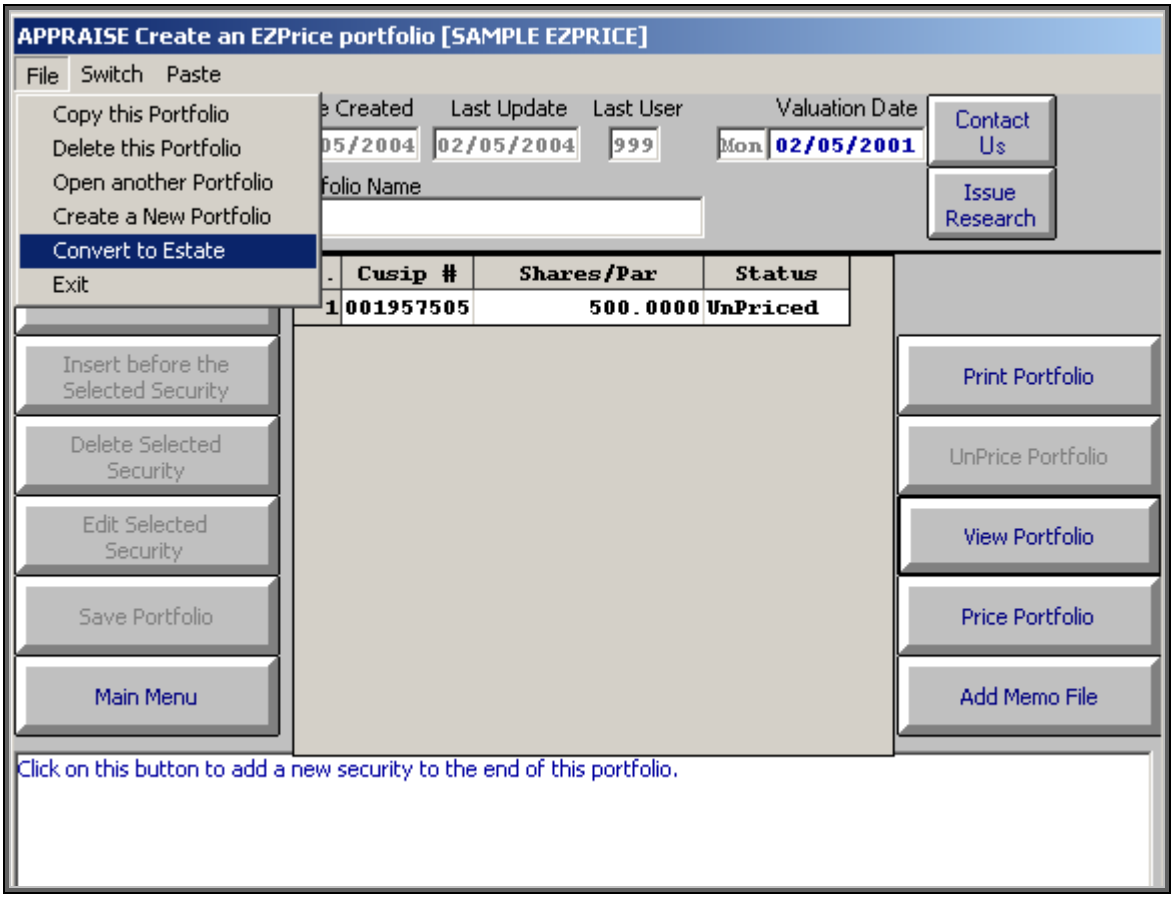
You will be prompted to enter the portfolio's ID. The Portfolio ID can be a minimum of 4 and a maximum of 40 alphanumeric characters and may include spaces and hyphens.



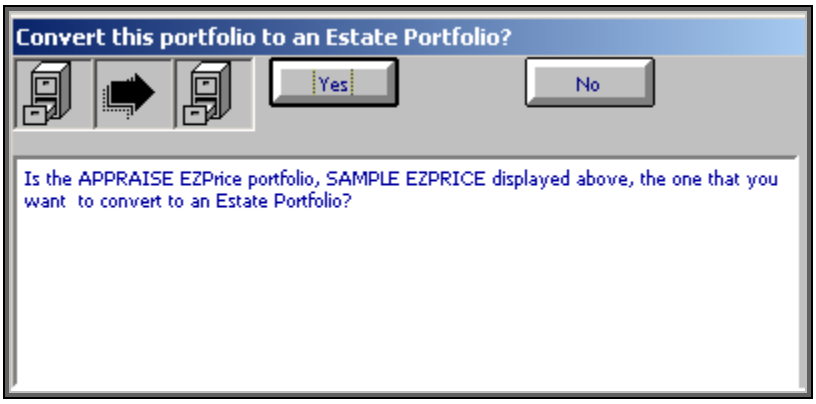
The Portfolio Name field is optional, hit <enter> to advance the cursor. Enter the Valuation Date; Appraise will advance the cursor to the first item CUSIP™ field. Continue to enter CUSIPS™ and shares and when finished click **Save Portfolio**.

The basic usage of the EZPrice module is the same as the Estate & Gift Tax module; please refer to that section for detailed instructions.

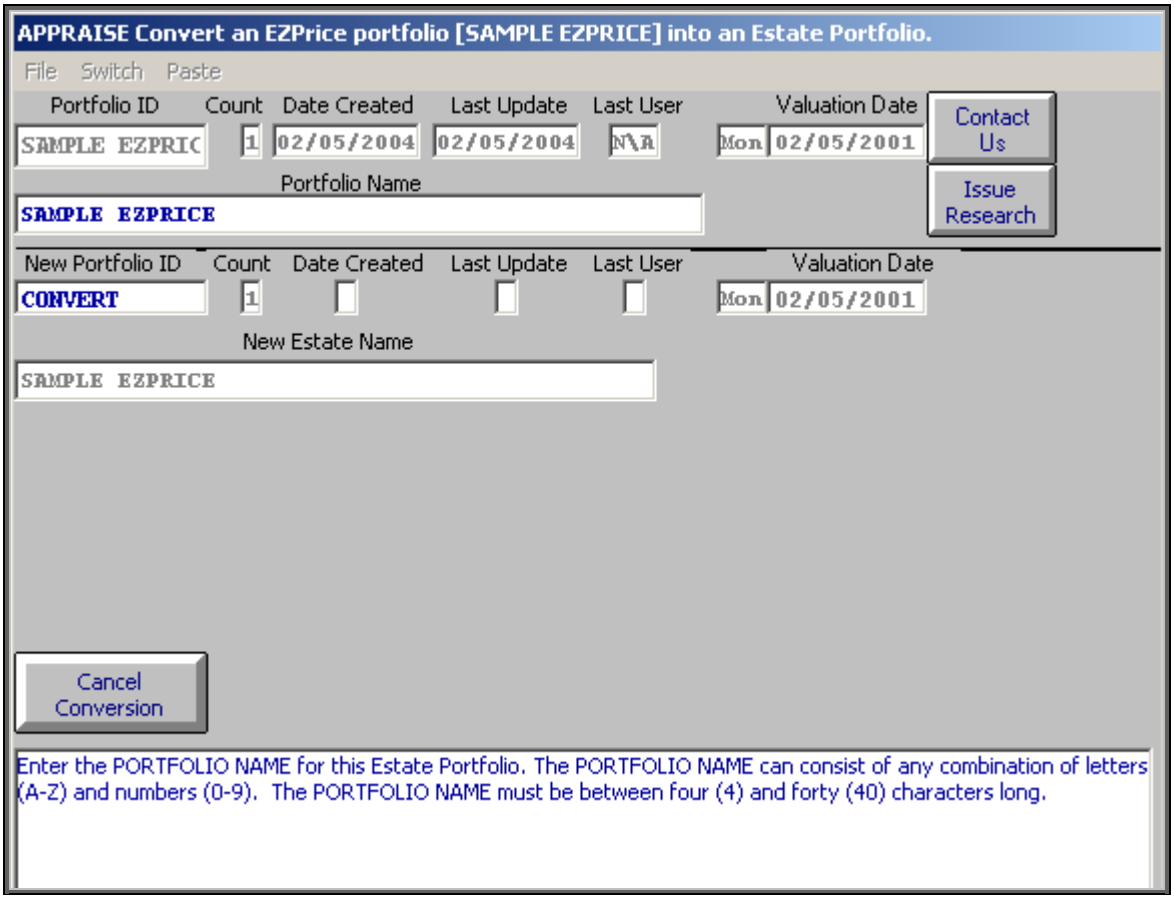
Please note: EZPrice portfolios do not provide dividends or accruals so if you require that information use the Estate & Gift Tax module. What do you do if you created an EZPrice portfolio but realize that you should have created an Estate portfolio? Appraise has a **Convert** portfolio feature to address such a need. Modify the portfolio you wish to convert.



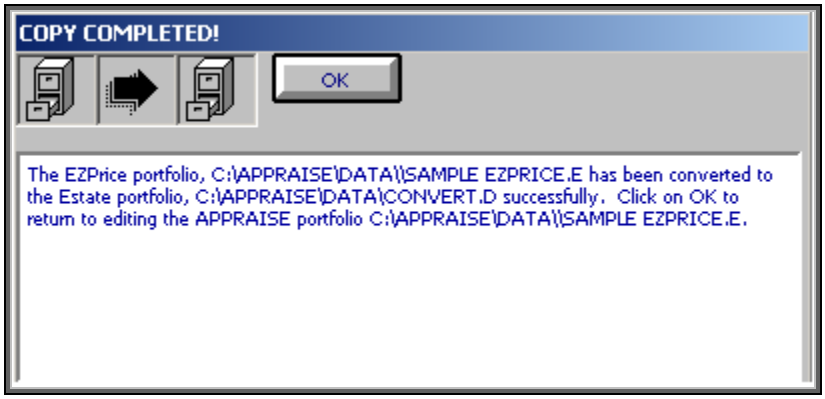
At the upper left-hand corner click File➔Convert to Estate.


Convert this portfolio to an Estate Portfolio?
Yes
No
Is the APPRAISE EZPrice portfolio, SAMPLE EZPRICE displayed above, the one that you want to convert to an Estate Portfolio?

Confirm that this is the portfolio you wish to convert by clicking Yes. If not, click No and select another portfolio to convert. If Yes, you will be prompted to enter the portfolio ID.

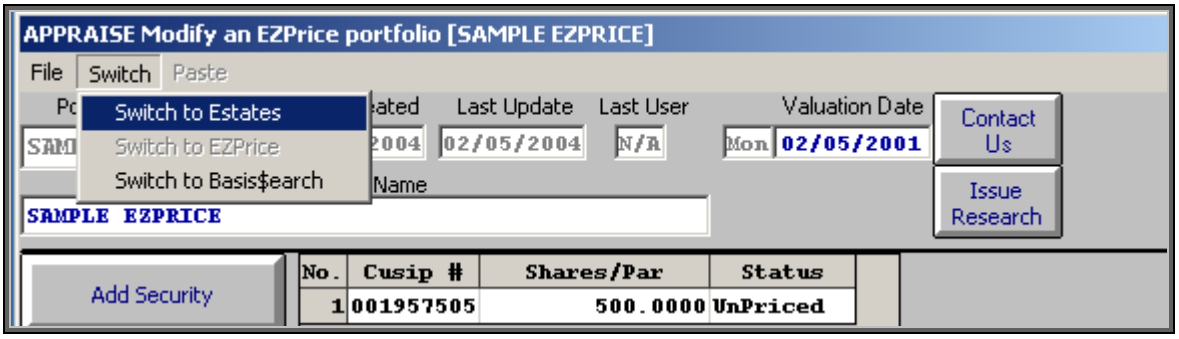


If you would like to keep the portfolio ID the same hit either the tab or enter key. If you would like a different portfolio ID enter the new Portfolio ID and hit the enter key to advance to the New Estate Name field. Hitting tab or enter will advance the cursor, and then enter the valuation date.

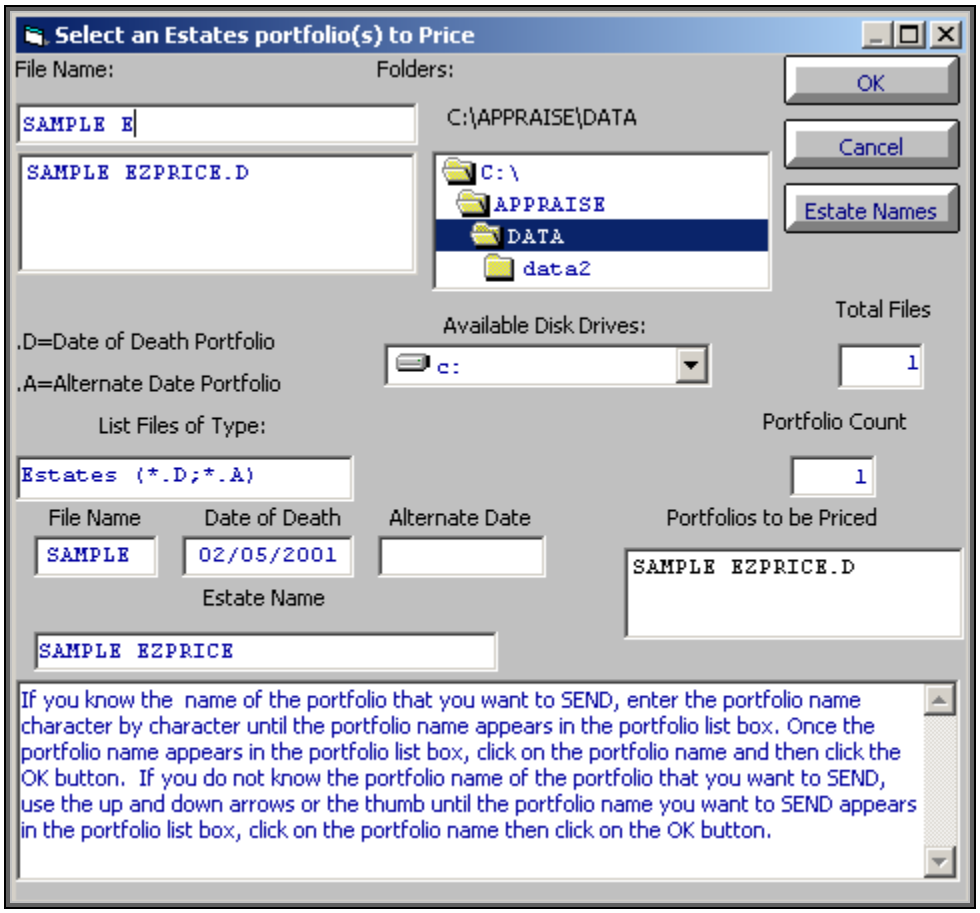

COPY COMPLETED!
OK
The EZPrice portfolio, C:\APPRAISE\DATA\\SAMPLE EZPRICE.E has been converted to the Estate portfolio, C:\APPRAISE\DATA\CONVERT.D successfully. Click on OK to return to editing the APPRAISE portfolio C:\APPRAISE\DATA\\SAMPLE EZPRICE.E.

Click OK at the Copy Complete message box.

Next, to modify or price the converted portfolio, go to Switch➔Switch to Estates portfolio



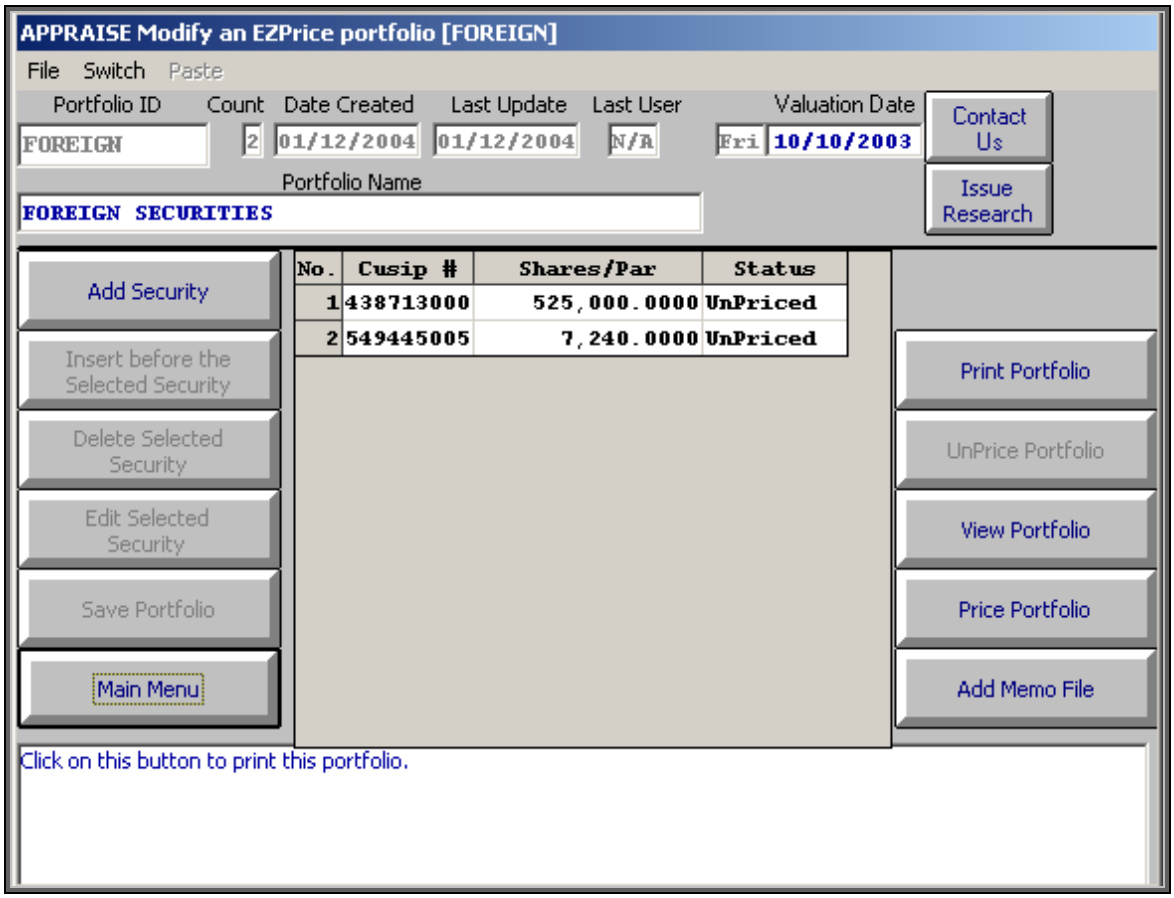
This will return you to the Estate & Gift Tax main menu. The converted portfolio will need to be sent for pricing. Click on Send an Estate portfolio for pricing and then select the converted portfolio.


Select an Estates portfolio(s) to Price
File Name:
Folders:
OK
SAMPLE E
C:\APPRAISE\DATA
Cancel
SAMPLE EZPRICE.D
C:\
APPRAISE
DATA
data2
Estate Names
Total Files
.D=Date of Death Portfolio
Available Disk Drives:
c:
1
.A=Alternate Date Portfolio
List Files of Type:
Portfolio Count
Estates (*.D;*.A)
1
File Name
Date of Death
Alternate Date
Portfolios to be Priced
SAMPLE
02/05/2001
SAMPLE EZPRICE.D
Estate Name
SAMPLE EZPRICE
If you know the name of the portfolio that you want to SEND, enter the portfolio name character by character until the portfolio name appears in the portfolio list box. Once the portfolio name appears in the portfolio list box, click on the portfolio name and then click the OK button. If you do not know the portfolio name of the portfolio that you want to SEND, use the up and down arrows or the thumb until the portfolio name you want to SEND appears in the portfolio list box, click on the portfolio name then click on the OK button.

Next, send the portfolio for pricing.

Foreign Security Pricing

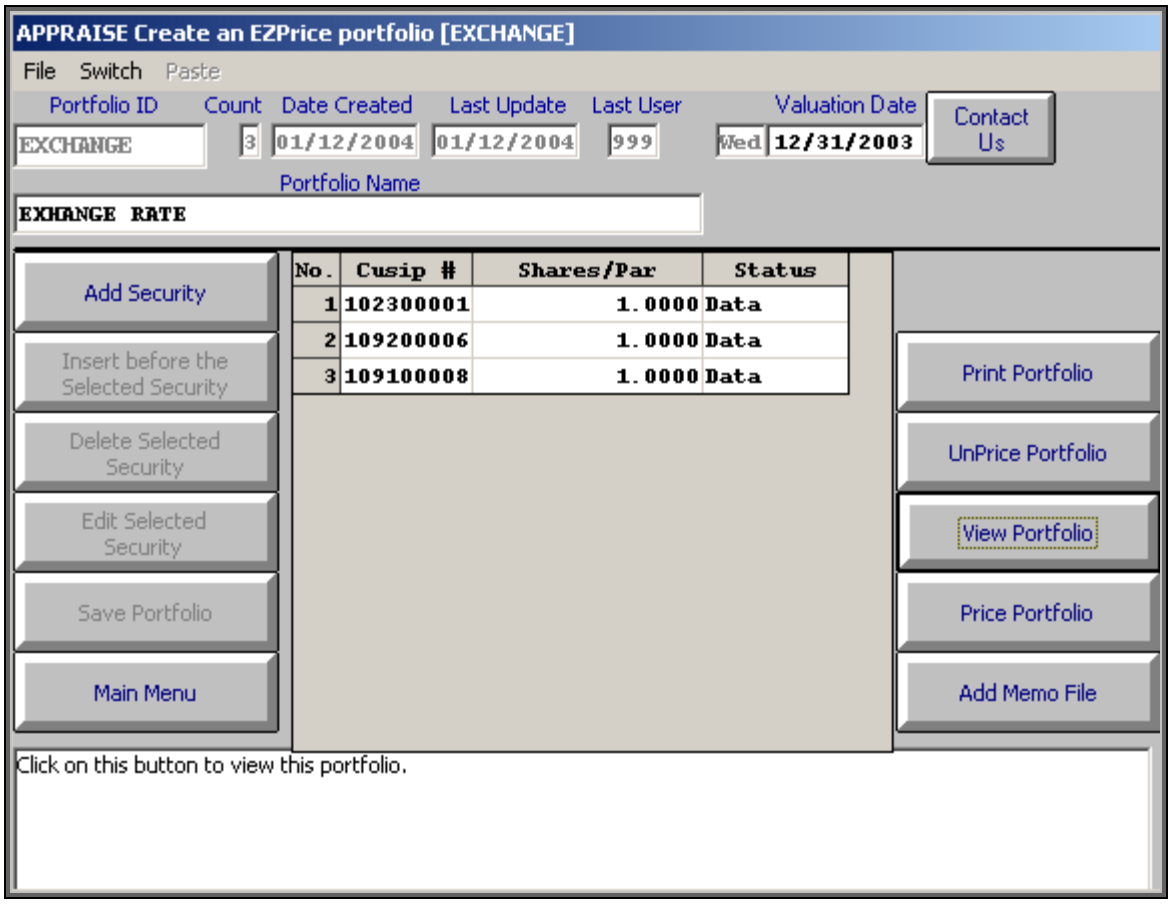
Appraise allows you to price foreign securities. To price a foreign security using EZPrice, you must obtain the Sedol number associated with the security. Sedol stands for Stock Exchange Daily Official List. Sedol numbers represent foreign securities that have a CUSIP™ number and do not trade in the US. Most Sedol numbers are six or seven digits. When inputting a Sedol number, enter the first six digits and then **add two zeros**. For example, if you have a foreign security with a Sedol number of 438713, you would enter the first six characters (438713) followed by two zeros, 43871300. Appraise will automatically enter the check digit. Prices for equities are in US Dollars. Foreign bond pricing is the price from the specific exchange it is traded on and will need to be manually converted.



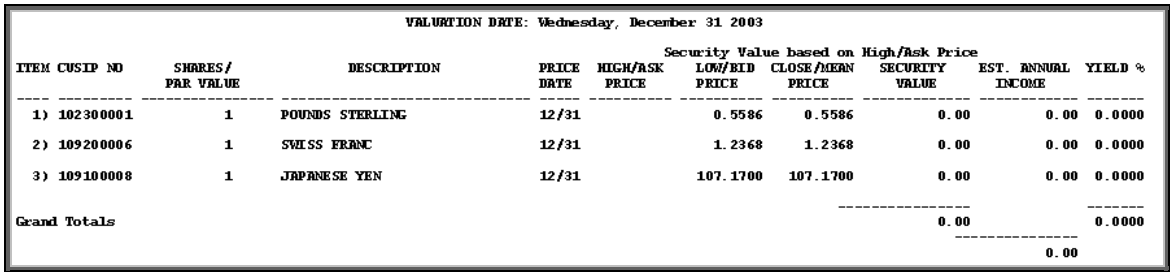
Continue to follow this procedure until all of your securities are entered. When you are finished, save the portfolio and then send for pricing. If you need foreign security pricing for an estate and gift tax portfolio, you would first obtain the values in our EZPrice module and then manually add the items into an Estate portfolio.

Exchange Rates

Appraise EZPrice can provide exchange rate data in U.S. Dollars. You must have the country's four digit currency code followed by four zeros.



In the above portfolio the currency codes for Great Britain Pound, Swiss Franc, and Japanese yen have been entered. Next, click on **Price Portfolio**. After receiving pricing data view the portfolio. In this example 1 Pounds Sterling is worth $0.5586 U. S. Dollars.

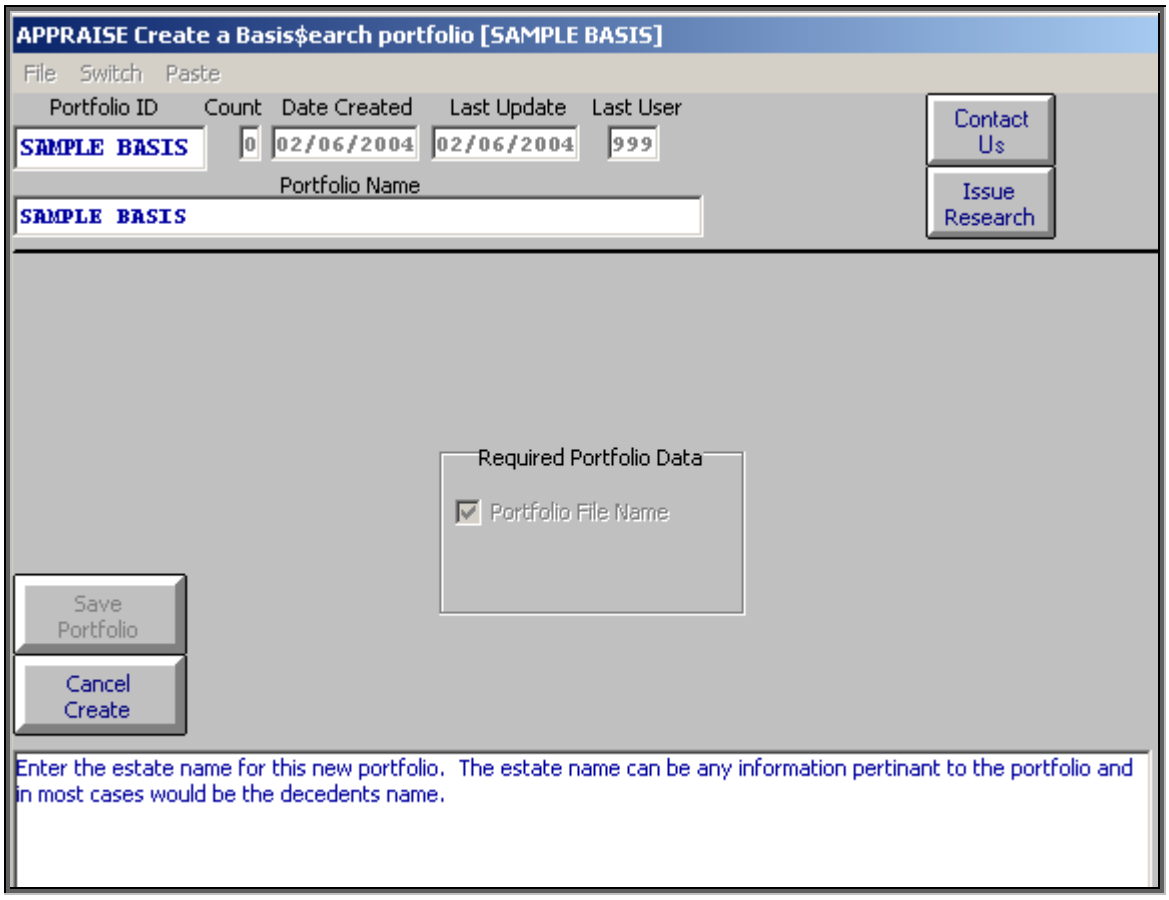


VALUATION DATE: Wednesday, December 31 2003

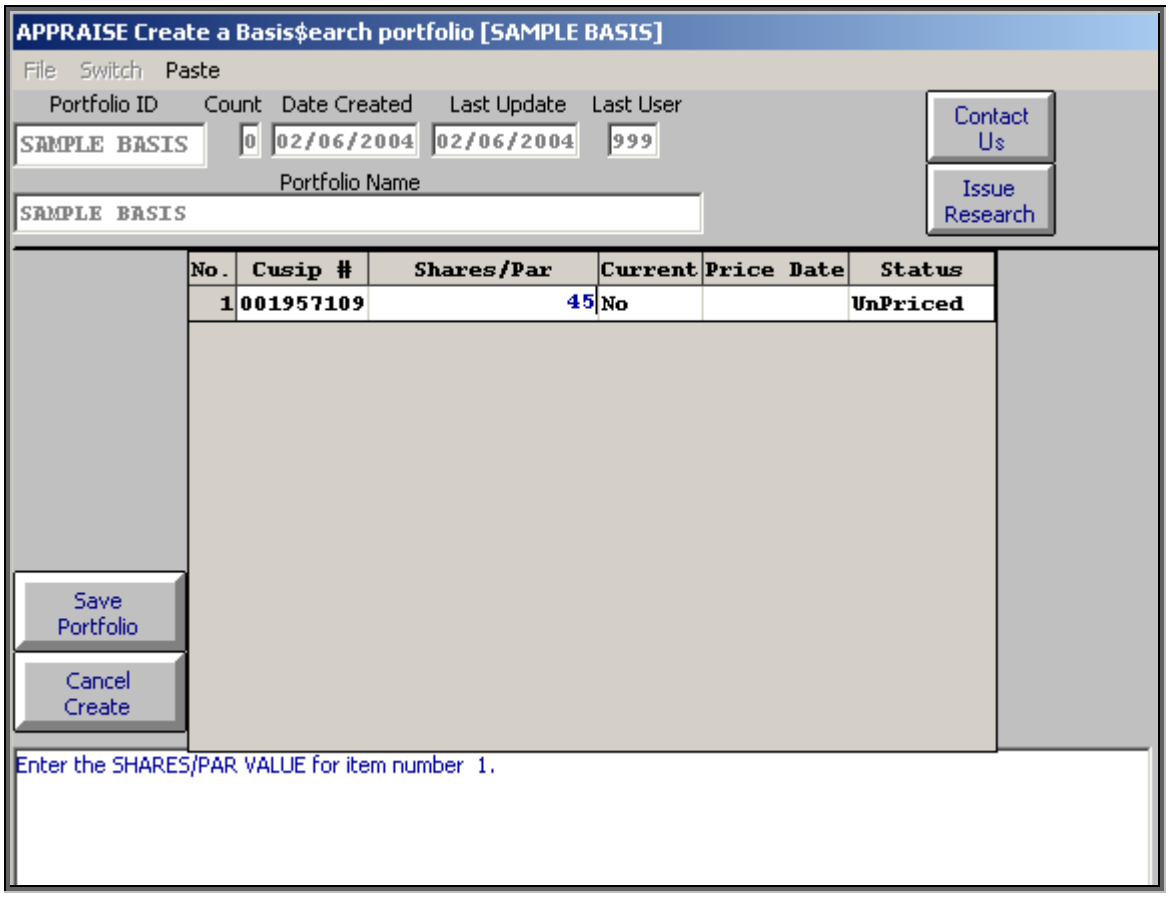
ITEM	CUSIP NO	SHARES/ PAR VALUE	DESCRIPTION	PRICE DATE	Security Value based on High/Ask Price HIGH/ASK PRICE	LOW/BID PRICE	CLOSE/MEAN PRICE	SECURITY VALUE	EST. ANNUAL INCOME	YIELD %
1)	102300001	1	POUNDS STERLING	12/31		0.5586	0.5586	0.00	0.00	0.0000
2)	109200006	1	SWISS FRANC	12/31		1.2368	1.2368	0.00	0.00	0.0000
3)	109100008	1	JAPANESE YEN	12/31		107.1700	107.1700	0.00	0.00	0.0000
Grand Totals								0.00	0.00	0.0000

Basis$earch is used for cost basis accounting. Use this program when you need the original cost basis and know the current shares, or you need the current basis but only know the original shares. Basis$earch also permits a single portfolio to be priced using multiple issues and multiple pricing dates. Basis$earch reports include the unit price and total price at date of purchase, current split adjusted shares, the total split factor and cost basis.

From the main menu of Appraise, click on Basis$earch, and then click on **Create a Basis$earch portfolio**.



You are initially prompted to enter the portfolio ID. The Portfolio ID can be a minimum of 4 and a maximum if 40 alphanumeric characters and may include spaces and hyphens. Enter the portfolio name and then click enter.

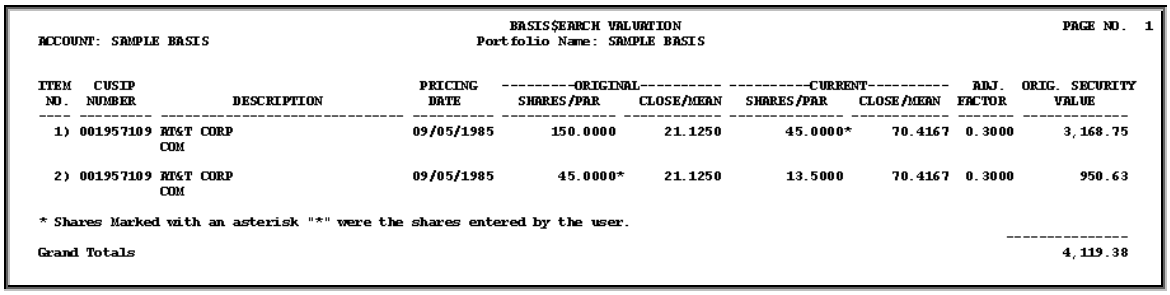


Enter the CUSIP™ and shares and then hit <enter>. You are prompted with the following message.

You would select **Yes** if these were the amount of shares owned as of today. For example, your client owns 45 shares of AT&T currently. You need to know how many shares did they originally purchase in 1985 and what is the cost basis.

You would select **No** if these were the amount of shares that was owned on the requested pricing date. For example, your client purchased 45 shares of AT&T in 1985. You need to know how many shares do they have now and what is the cost basis.

After answering Yes or No, you are prompted to enter the pricing date. When all data has been entered, click on Save Portfolio. Next, click on **Send Portfolio**. This will send your portfolio to our database, when all processing is done, click on **Download Complete**.



BASIS$EARCH VALUATION — PAGE NO. 1

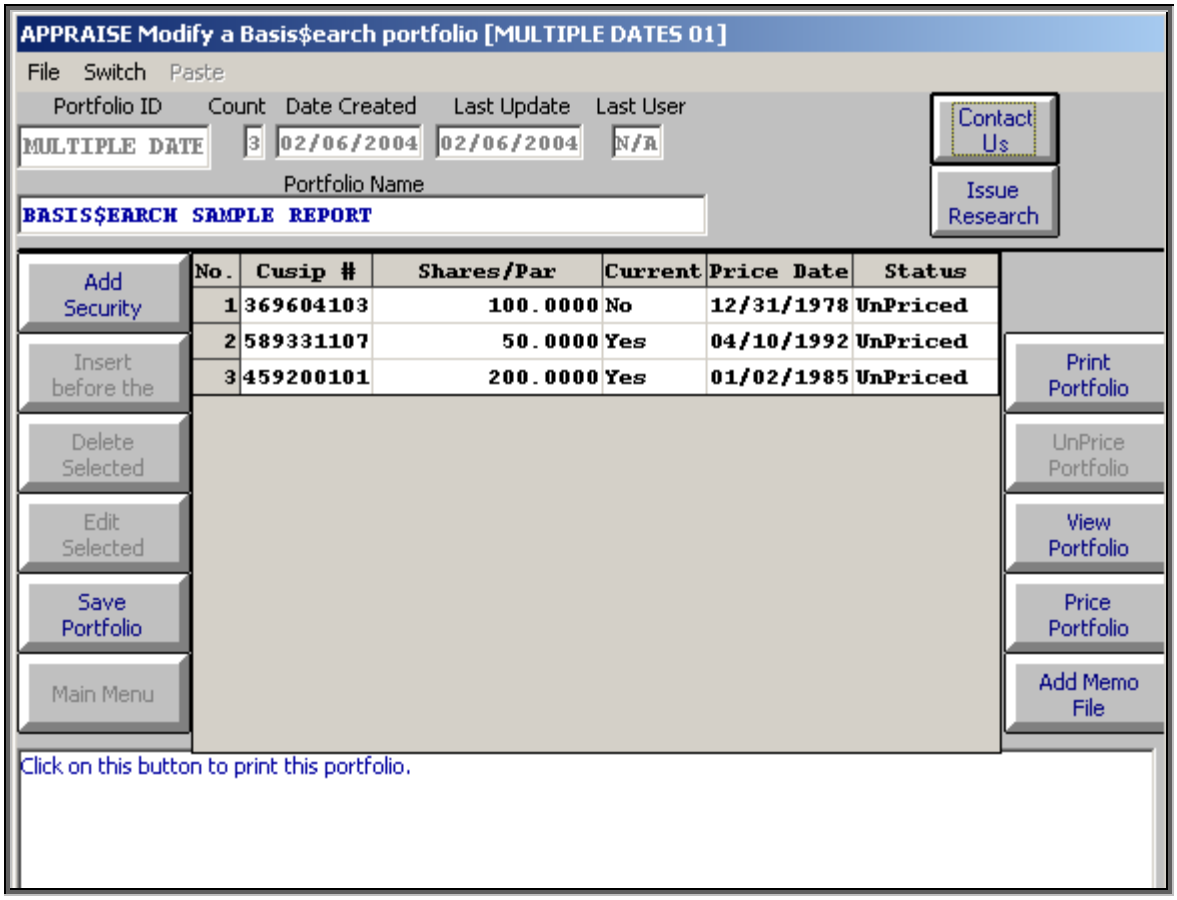
ACCOUNT: SAMPLE BASIS
Portfolio Name: SAMPLE BASIS

ITEM NO.	CUSIP NUMBER	DESCRIPTION	PRICING DATE	ORIGINAL SHARES/PAR	ORIGINAL CLOSE/MEAN	CURRENT SHARES/PAR	CURRENT CLOSE/MEAN	ADJ. FACTOR	ORIG. SECURITY VALUE
1)	001957109	RF&T CORP COM	09/05/1985	150.0000	21.1250	45.0000*	70.4167	0.3000	3,168.75
2)	001957109	RF&T CORP COM	09/05/1985	45.0000*	21.1250	13.5000	70.4167	0.3000	950.63

* Shares Marked with an asterisk "*" were the shares entered by the user.

Grand Totals 4,119.38

Basis$earch also allows you to price multiple issues on multiple dates. Create a portfolio as before, and input the CUSIPS™, shares, and dates.



Click **on Price Portfolio** to send for pricing. When processing is done, click **Download Complete**. Next, click on **View Portfolio** or **Print Portfolio** to see the following report.

BASIS$EARCH VALUATION PAGE NO. 1

ACCOUNT: MULTIPLE D Portfolio Name: BASIS$EARCH SAMPLE REPORT

ITEM NO.	CUSIP NUMBER	DESCRIPTION	PRICING DATE	ORIGINAL SHARES/PAR	ORIGINAL CLOSE/MEAN	CURRENT SHARES/PAR	CURRENT CLOSE/MEAN	ADJ. FACTOR	ORIG. SECURITY VALUE
1)	589331107	MERCK & CO INC COM	04/10/1992	50.0000*	152.3750	299.9400	25.4009	5.9988	7,618.75
2)	459200101	INTERNATIONAL BUSINESS MACHS COM	01/02/1985	50.0000	121.0000	200.0000*	30.2500	4.0000	6,050.00
3)	437076102	HOME DEPOT INC COM	04/16/2003	100.0000	26.6500	100.0000*	26.6500	1.0000	2,665.00

* Shares Marked with an asterisk "*" were the shares entered by the user.

Grand Totals 16,333.75

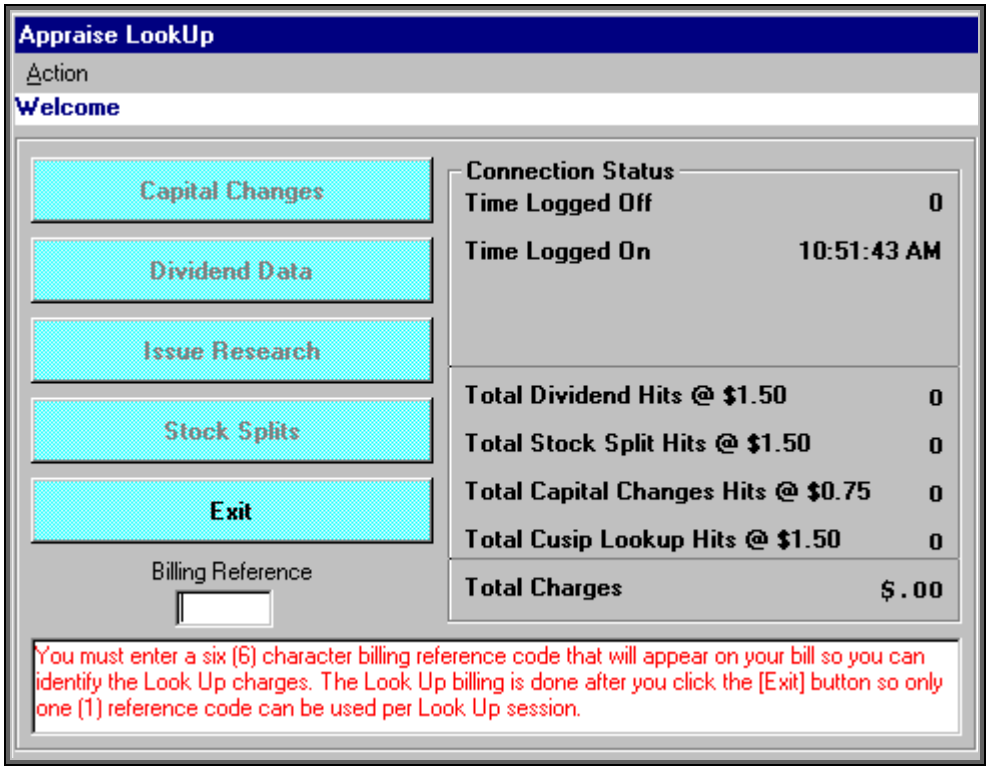
In the above example Merck had 50 original shares and 299.9400 current adjusted shares. On April 10, 1992 the close/mean unadjusted price was $152.370 and the adjusted current close/mean price is $25.4009. The adjustment factor is 5.9988, which reflects the splits between the original date and the current date. International Business Machines has 200 current shares, the adjustment factor is 4 and the original shares are 50. The unadjusted close/mean price of $121.00 is for the January 2, 1985 and the current adjusted close/mean price is $30.25. Because the adjustment factor of 1 for Home Depot represents no splits between the original date and the current date the pricing is the same.

Capital Changes/Issue Research

When accurate portfolio pricing depends on access to current reorganization data, the first place to look is Appraise Capital Changes/Issue Research. This feature includes:

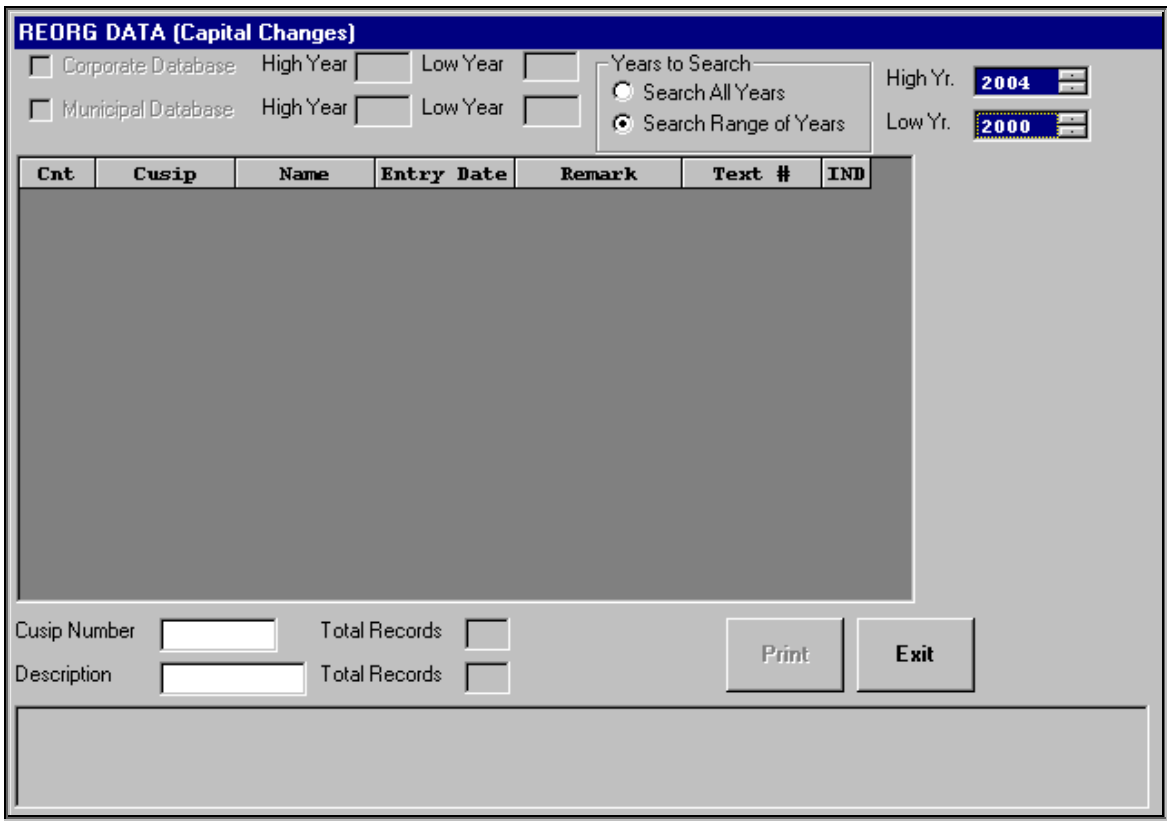
- Capital Changes (mergers, acquisitions, tenders, etc.)
- Stock dividend and UIT principal payout history since 1992
- Stock split history since 1968
- Recent reorganization data (up to three months prior) for any issue in your report
- Reorganization data between Date of Death and Alternate Date
- Issue Research/CUSIP™ Lookup

To begin, go to the Appraise Main Menu, and click on Capital Changes/Issue Research. You will immediately connect to our access server.

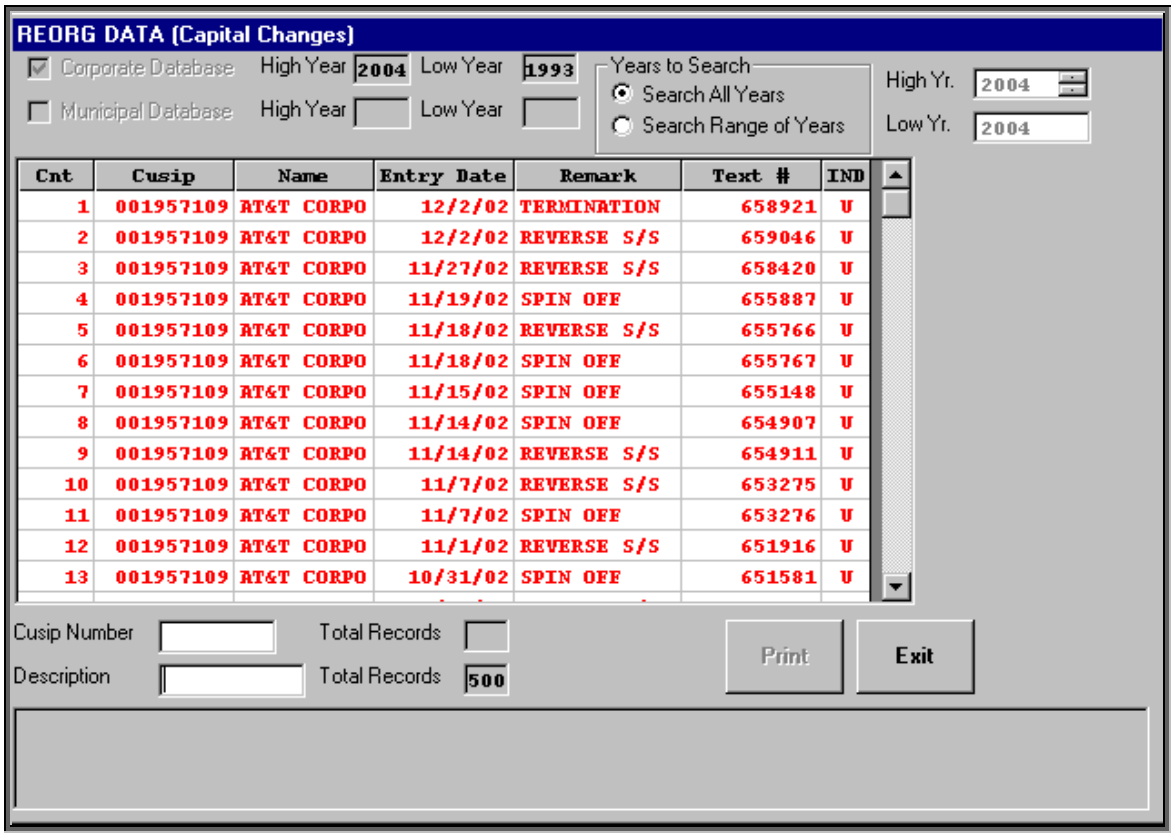

Appraise LookUp
Action
Welcome
Capital Changes
Dividend Data
Issue Research
Stock Splits
Exit
Billing Reference
Connection Status
Time Logged Off 0
Time Logged On 10:51:43 AM
Total Dividend Hits @ $1.50 0
Total Stock Split Hits @ $1.50 0
Total Capital Changes Hits @ $0.75 0
Total Cusip Lookup Hits @ $1.50 0
Total Charges $.00
You must enter a six (6) character billing reference code that will appear on your bill so you can identify the Look Up charges. The Look Up billing is done after you click the [Exit] button so only one (1) reference code can be used per Look Up session.

All items are grayed out except for the Exit button. Because of our fees, a special billing feature has been added. Before you can access Capital Changes, Dividend Data, Issue Research, or Stock Splits, **you must enter a six-character billing reference code in the Billing Reference box**. This code will appear on your bill so that you can identify the LookUp charges. The LookUp billing is done after you click the Exit button so only one reference code can be used per Lookup session. After the billing code is entered, you will be allowed full access to all the features of the program.

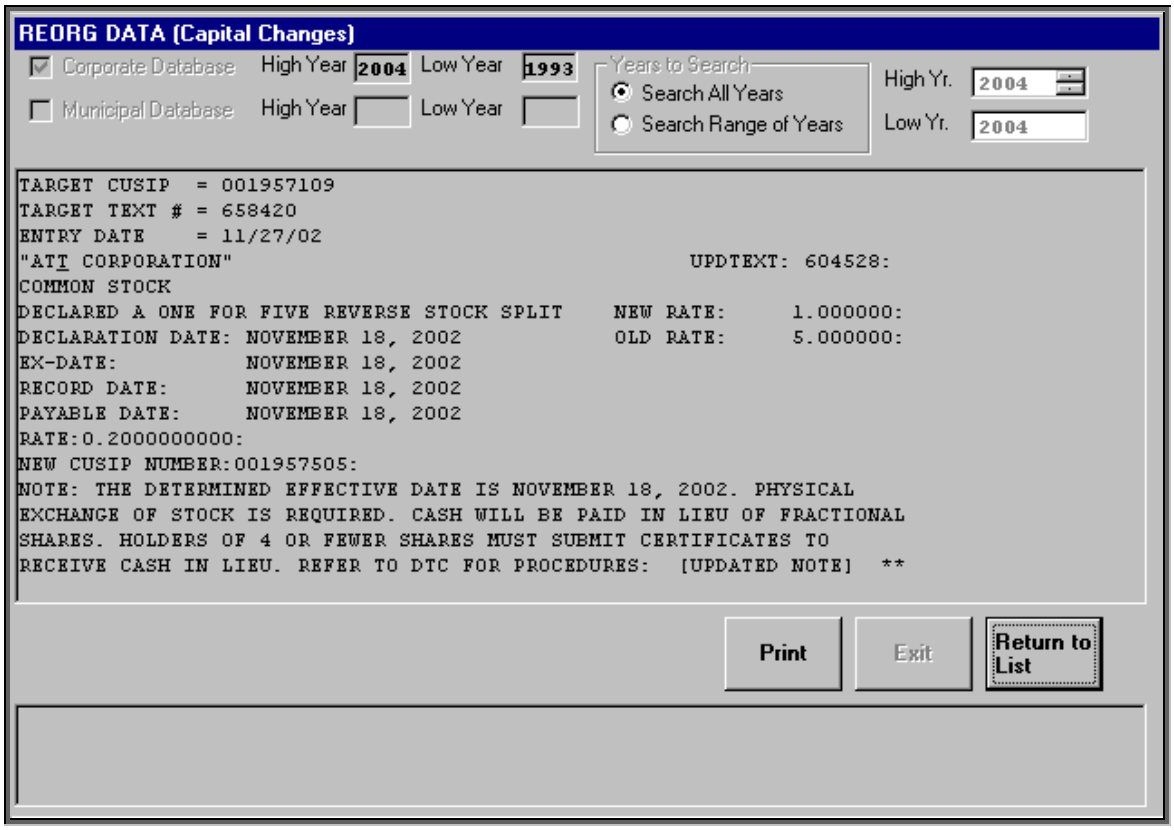
Capital Changes provides current or historical information for a company by entering either the company's name or CUSIP™. There are two options to search for capital changes. (1) You can search for all years or (2) You can set a range of years. By default, the program searches for reorganization information for all years. To limit your search to specific years, click on the circle marked **Search Range of Years**. Use the arrows to specify the high year then click on it to select it. Next, specify the low year and click on it to select it. If you would like Appraise to search all the years on the database, no action is necessary.



Input either a CUSIP™ number or a description of the security that you are researching. If you supplied sufficient data for a successful search, a Reorg Data screen will appear displaying all the information that applies to that company or CUSIP™ number as well as remarks summarizing each entry.

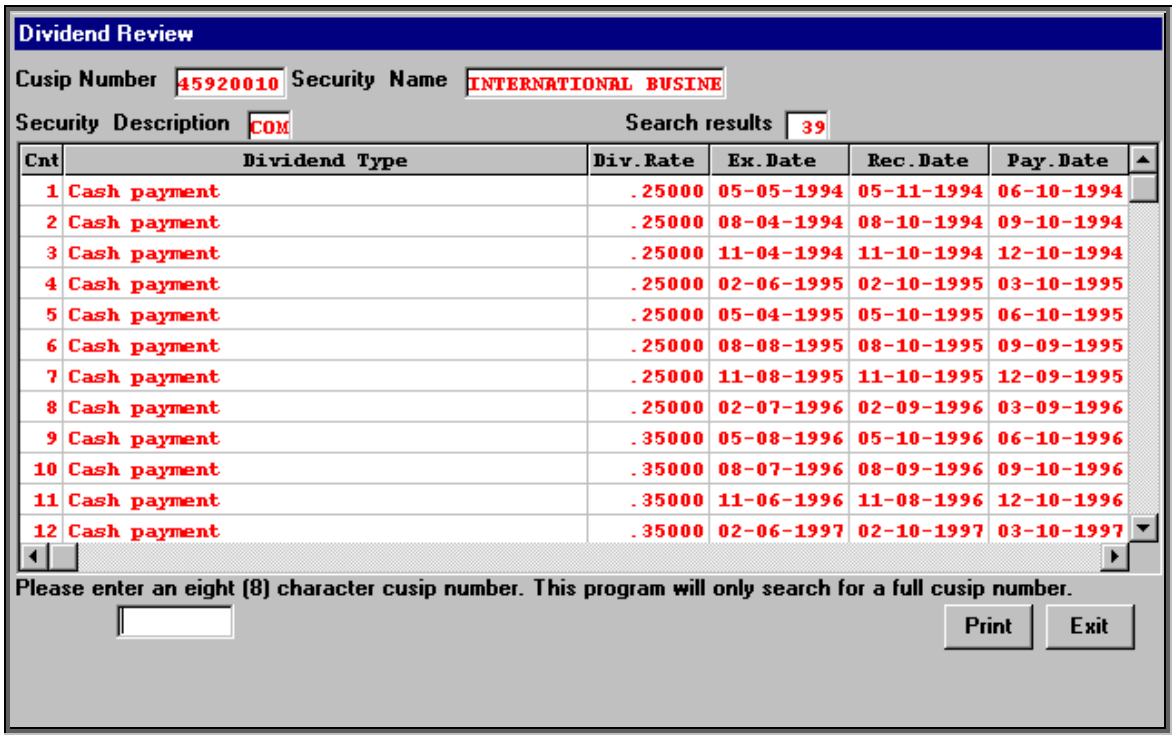

REORG DATA (Capital Changes)
Corporate Database
High Year 2004
Low Year 1993
Municipal Database
High Year
Low Year
Years to Search
Search All Years
Search Range of Years
High Yr. 2004
Low Yr. 2004
Cnt Cusip Name Entry Date Remark Text # IND
1 001957109 AT&T CORPO 12/2/02 TERMINATION 658921 U
2 001957109 AT&T CORPO 12/2/02 REVERSE S/S 659046 U
3 001957109 AT&T CORPO 11/27/02 REVERSE S/S 658420 U
4 001957109 AT&T CORPO 11/19/02 SPIN OFF 655887 U
5 001957109 AT&T CORPO 11/18/02 REVERSE S/S 655766 U
6 001957109 AT&T CORPO 11/18/02 SPIN OFF 655767 U
7 001957109 AT&T CORPO 11/15/02 SPIN OFF 655148 U
8 001957109 AT&T CORPO 11/14/02 SPIN OFF 654907 U
9 001957109 AT&T CORPO 11/14/02 REVERSE S/S 654911 U
10 001957109 AT&T CORPO 11/7/02 REVERSE S/S 653275 U
11 001957109 AT&T CORPO 11/7/02 SPIN OFF 653276 U
12 001957109 AT&T CORPO 11/1/02 REVERSE S/S 651916 U
13 001957109 AT&T CORPO 10/31/02 SPIN OFF 651581 U
Cusip Number
Total Records
Description
Total Records 500
Print
Exit

The letter U appearing under IND signifies the most up-to-date entry. To view the entry's detailed information, click on the line of the entry under the CNT column. A Reorg data screen will appear describing the entry in detail.


REORG DATA (Capital Changes)
Corporate Database
High Year 2004
Low Year 1993
Municipal Database
High Year
Low Year
Years to Search
Search All Years
Search Range of Years
High Yr. 2004
Low Yr. 2004
TARGET CUSIP = 001957109
TARGET TEXT # = 658420
ENTRY DATE = 11/27/02
"ATT CORPORATION" UPDTEXT: 604528:
COMMON STOCK
DECLARED A ONE FOR FIVE REVERSE STOCK SPLIT NEW RATE: 1.000000:
DECLARATION DATE: NOVEMBER 18, 2002 OLD RATE: 5.000000:
EX-DATE: NOVEMBER 18, 2002
RECORD DATE: NOVEMBER 18, 2002
PAYABLE DATE: NOVEMBER 18, 2002
RATE:0.2000000000:
NEW CUSIP NUMBER:001957505:
NOTE: THE DETERMINED EFFECTIVE DATE IS NOVEMBER 18, 2002. PHYSICAL
EXCHANGE OF STOCK IS REQUIRED. CASH WILL BE PAID IN LIEU OF FRACTIONAL
SHARES. HOLDERS OF 4 OR FEWER SHARES MUST SUBMIT CERTIFICATES TO
RECEIVE CASH IN LIEU. REFER TO DTC FOR PROCEDURES: [UPDATED NOTE] **
Print
Exit
Return to List

In this example AT&T declared a one for five reverse stock split on November 18, 2002. Appraise provides all the pertinent information regarding dates, rate, and the new CUSIP™ number. If you would like to save this information, click on Print. If you do not wish to save this information, click on Return to List to research other capital changes. When finished researching capital changes, click Exit. **Note:** To print your selections you must completely exit from Capital Changes/Issue Research. See Printing in Capital Changes/Issue Research.

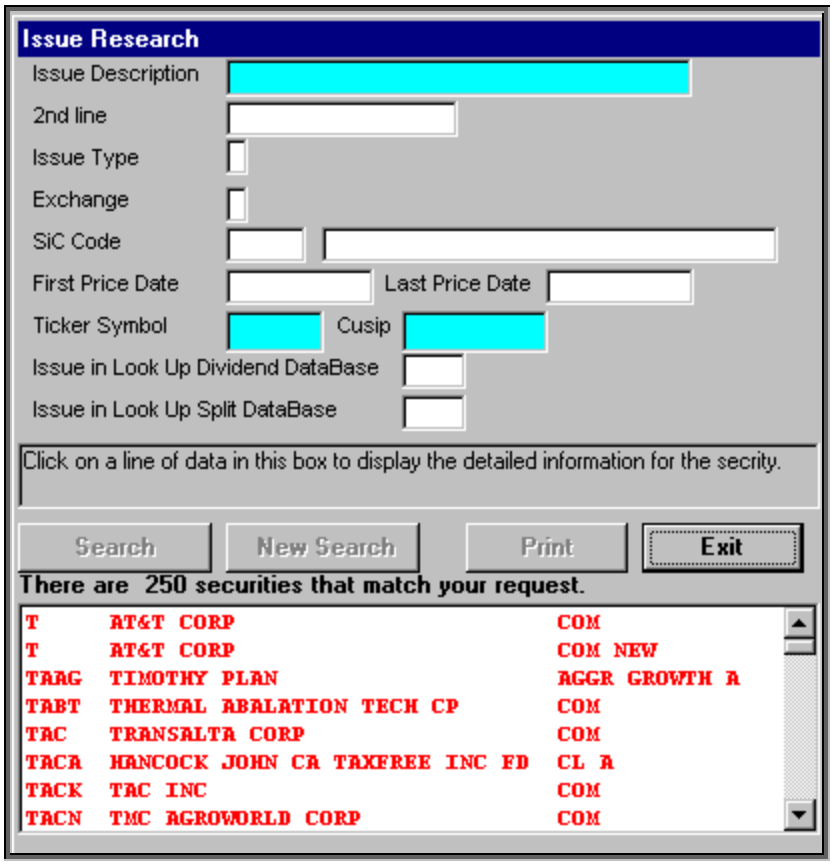
If you would like dividend information on a stock, click on Dividend Data. Enter the CUSIP™ number to search for dividend data. The data includes the security name and description, total number of dividends listed, the dividend rate and the dividends ex, record, and pay date. FYI: A security's price drops on the ex date.


Dividend Review
Cusip Number 45920010 Security Name INTERNATIONAL BUSINE
Security Description COM Search results 39
Please enter an eight (8) character cusip number. This program will only search for a full cusip number.
Print
Exit

Cnt	Dividend Type	Div.Rate	Ex.Date	Rec.Date	Pay.Date
1	Cash payment	.25000	05-05-1994	05-11-1994	06-10-1994
2	Cash payment	.25000	08-04-1994	08-10-1994	09-10-1994
3	Cash payment	.25000	11-04-1994	11-10-1994	12-10-1994
4	Cash payment	.25000	02-06-1995	02-10-1995	03-10-1995
5	Cash payment	.25000	05-04-1995	05-10-1995	06-10-1995
6	Cash payment	.25000	08-08-1995	08-10-1995	09-09-1995
7	Cash payment	.25000	11-08-1995	11-10-1995	12-09-1995
8	Cash payment	.25000	02-07-1996	02-09-1996	03-09-1996
9	Cash payment	.35000	05-08-1996	05-10-1996	06-10-1996
10	Cash payment	.35000	08-07-1996	08-09-1996	09-10-1996
11	Cash payment	.35000	11-06-1996	11-08-1996	12-10-1996
12	Cash payment	.35000	02-06-1997	02-10-1997	03-10-1997

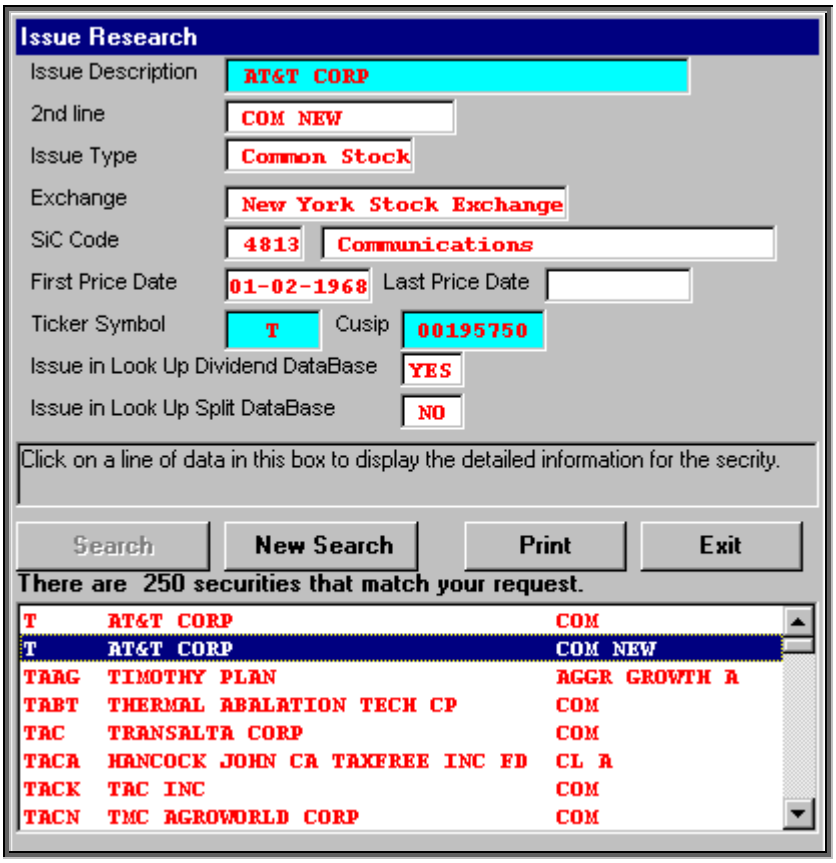
If you would like to save the report, click on Print, then Exit. You must exit the program completely to print the report. See Printing in Capital Changes/Issue Research.

This feature is used to research CUSIP™ numbers. Appraise will provide an 8-character CUSIP™ number; the ninth character which is the check digit is not provided. To start, click on the **Issue Research** button. Enter either a ticker symbol or a description of the security. Next, click **Search**.


Issue Research
Issue Description
2nd line
Issue Type
Exchange
SiC Code
First Price Date
Last Price Date
Ticker Symbol
Cusip
Issue in Look Up Dividend DataBase
Issue in Look Up Split DataBase
Click on a line of data in this box to display the detailed information for the secrity.
Search
New Search
Print
Exit
There are 250 securities that match your request.
T AT&T CORP COM
T AT&T CORP COM NEW
TAAG TIMOTHY PLAN AGGR GROWTH A
TABT THERMAL ABALATION TECH CP COM
TAC TRANSALTA CORP COM
TACA HANCOCK JOHN CA TAXFREE INC FD CL A
TACK TAC INC COM
TACN TMC AGROWORLD CORP COM

At the bottom of the screen is a listing of all securities that match your search criteria. Click on and highlight the security to display the detailed information.

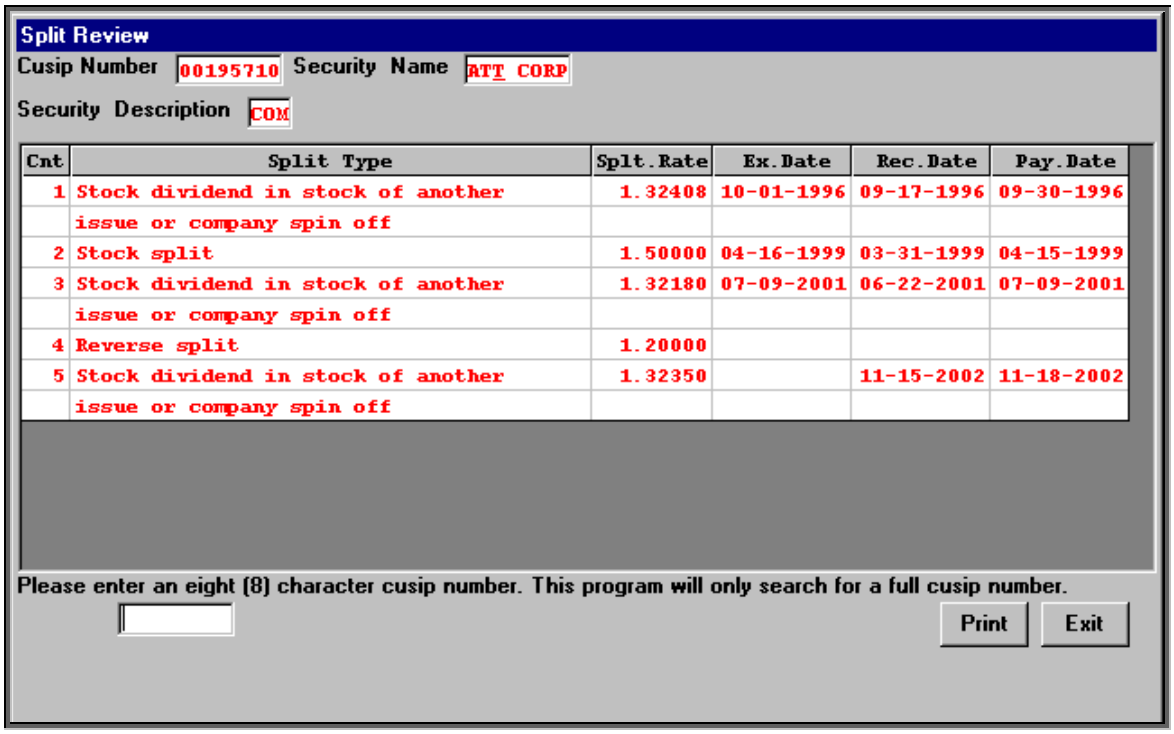
All the information related to that security would be displayed such as the issue type, exchange, first/last pricing dates, SIC code, ticker symbol, and CUSIP™.



Note: Each time you click on a security description, you will incur a charge. When you are ready to research another security, click **New Search** to clear the screen.

If you would like a list of the CUSIPS™ researched, click Print after each search. When finished, click Exit. In order to print you must exit completely from the Capital Changes/Issue Research program. See Printing in Capital Changes/Issue Research.

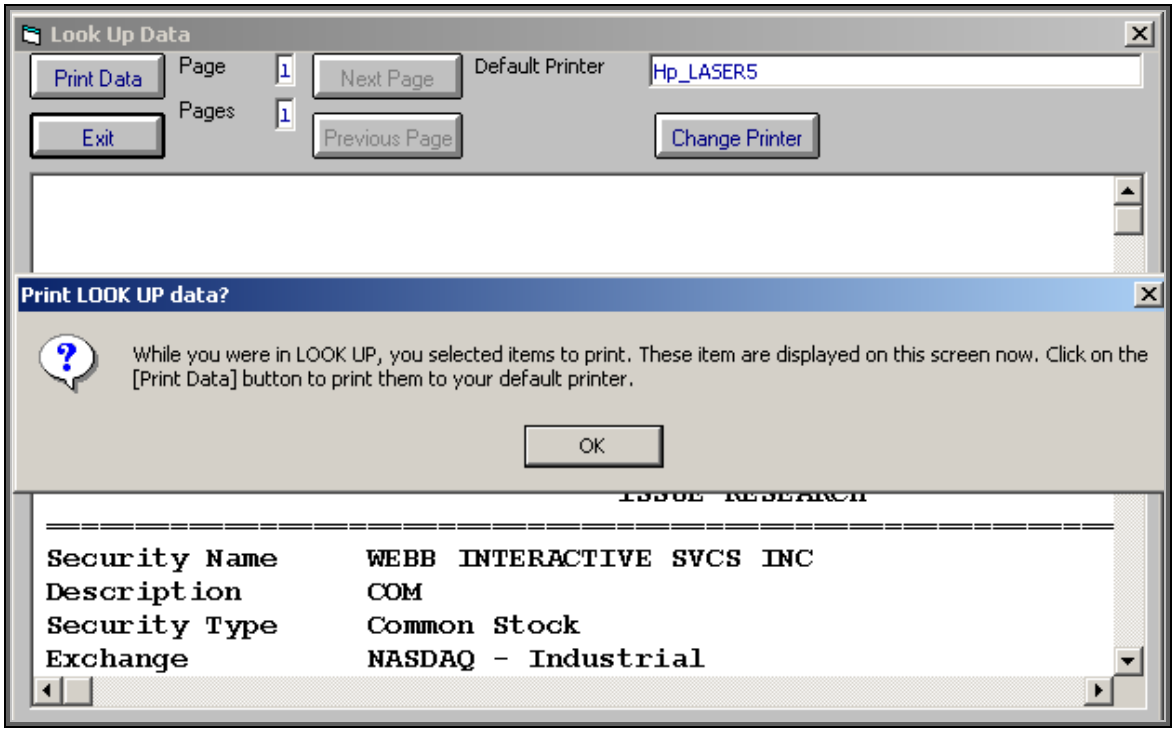
This feature allows you to view the stock split history for a particular security. Click on **Stock Splits**. Appraise will search our database for stock split information. This data includes the security name and description, split rate and the splits ex, record, and payment date. Any changes resulting from a stock split are reflected on the ex date.


Split Review
Cusip Number 00195710 Security Name ATT CORP
Security Description COM
Cnt Split Type Splt.Rate Ex.Date Rec.Date Pay.Date
1 Stock dividend in stock of another 1.32408 10-01-1996 09-17-1996 09-30-1996
issue or company spin off
2 Stock split 1.50000 04-16-1999 03-31-1999 04-15-1999
3 Stock dividend in stock of another 1.32180 07-09-2001 06-22-2001 07-09-2001
issue or company spin off
4 Reverse split 1.20000
5 Stock dividend in stock of another 1.32350 11-15-2002 11-18-2002
issue or company spin off
Please enter an eight (8) character cusip number. This program will only search for a full cusip number.
Print
Exit

To save the Stock Split report, click on Print and then Exit. See Printing in Capital Changes/Issue Research.

Printing Capital Changes/Issue Research

To print any information from Capital Changes/Issue Research, click on the Print button. This function will place items in a clipboard fashion to file called printlu.txt located in the Appraise directory. After you exit the Capital Changes/Issue Research you will be prompted to indicate whether you want to print the information.



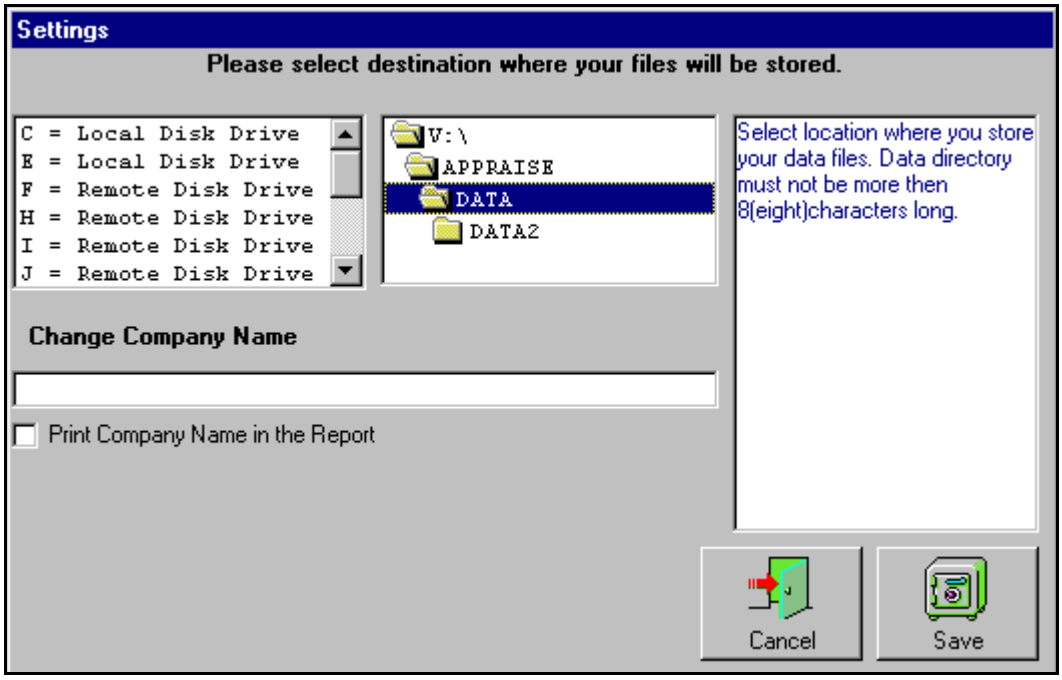
If you would like to print your research click the **OK** button and then click **Print Data**. You can change the default printer by clicking **Change Printer** and then selecting a printer from the drop down menu by highlighting the new printer. Next, click **Print Data**. All researched items will print at this time.

Dividend Reinvestor

Dividend Reinvestor calculates the cost basis and capital gains for dividend reinvestment plans. Before using Dividend Reinvestor you must setup the directories where you will store the data. Go to File and then select Settings.

Settings

Settings contain options for selecting directories, changing company name, and email.
First click on the drive letter, then select the appraise home directory, then the data directory located to the left. This directory will be used to store working files, temporary files, and other data. You will need full access rights to this directory.


Settings
Please select destination where your files will be stored.
C = Local Disk Drive
E = Local Disk Drive
F = Remote Disk Drive
H = Remote Disk Drive
I = Remote Disk Drive
J = Remote Disk Drive
V:\
APPRAISE
DATA
DATA2
Select location where you store your data files. Data directory must not be more then 8(eight)characters long.
Change Company Name
Print Company Name in the Report
Cancel
Save

Change Company Name
You can change the firm name by clicking in the Change Company Name field and typing in the new name.

Print Company Name in the Report
If you check this box your Company Name will appear on the printed Dividend Reinvestor report.

Email
You can send us an email, without closing this program, using the Company Information and Mail menu selection. There are two (2) options for sending email:

1. Use your current email provider
2. Use the built in email function of the Dividend Reinvestor Program.

Your email will be sent when you send a portfolio for pricing.

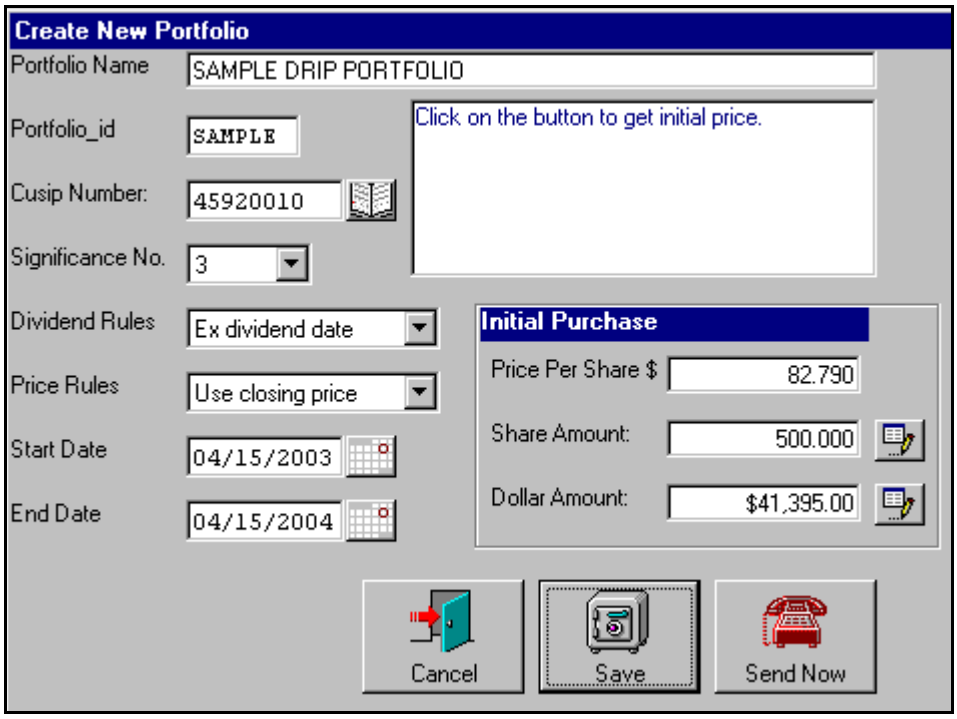
Click on Save to save any settings, otherwise your changes would not be saved.
Click on Exit to exit Dividend Reinvestor.

To Create a Dividend Reinvestor Portfolio:

Click on the new portfolio icon to create a new portfolio.

Enter a Portfolio name
Enter a unique six-character filename.
Enter a CUSIP™ number, or click on the button to the right of the CUSIP Number field to search by ticker symbol or security description.

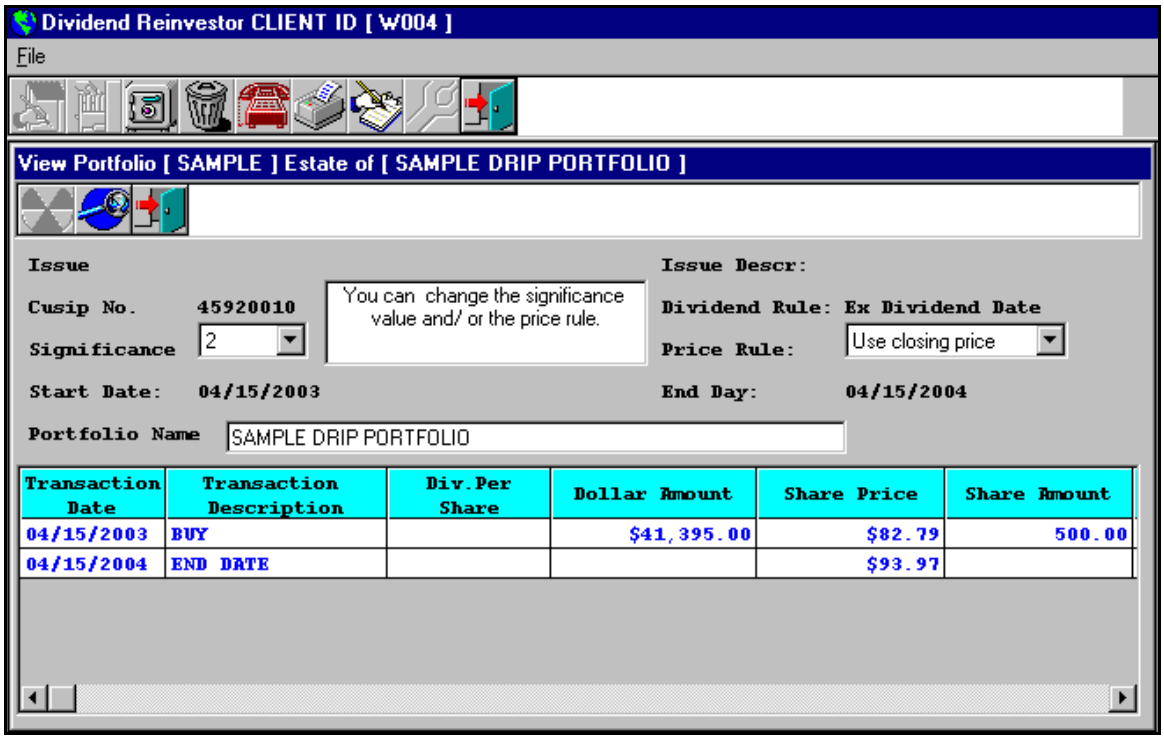
Select the significance number.
Select the dividend rule to use for calculating dividend data for this security.
Select the price rule, close, bid/low, or average price.
Enter the start and end dates. Our Dividend Reinvestor program can calculate going forward or backward.



Enter the Price per share on the start date if known, then enter.
Enter the number of shares owned on the starting date.
The dollar amount will be calculated.

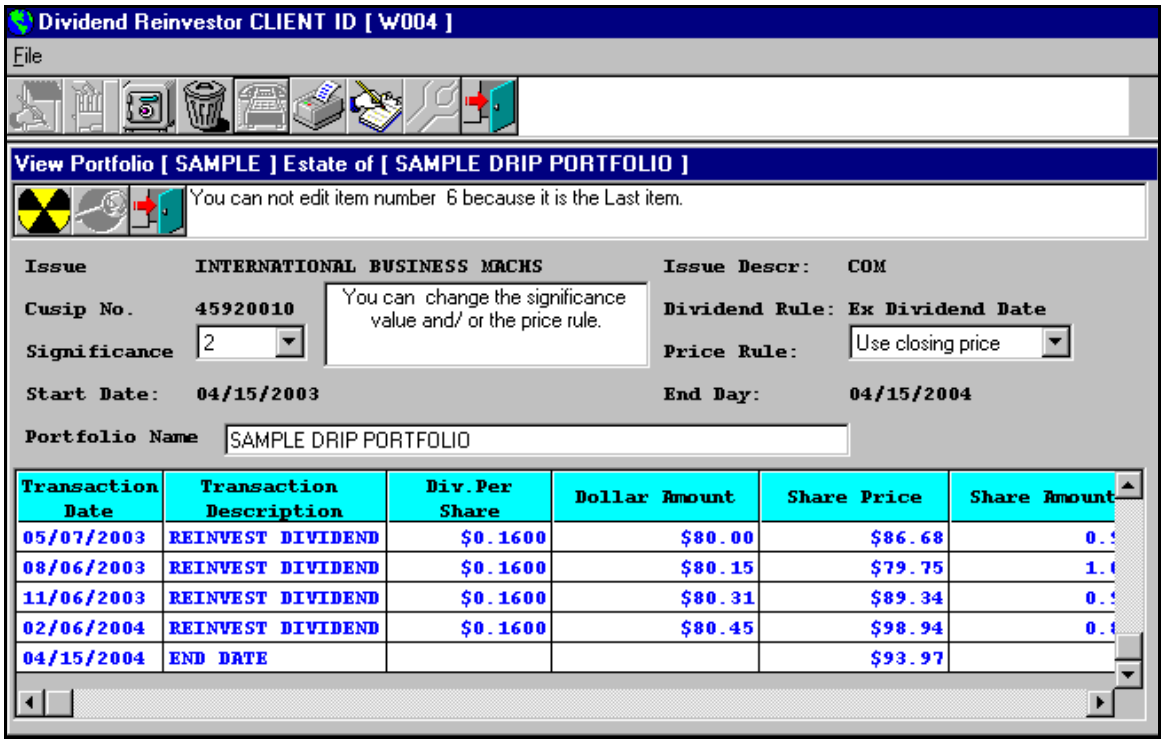
If you do not know the price per share on the start date or the dollar amount, enter the share amount then click on the calculate value button located to the right of the share amount field. Or if you do not know the share amount but do know the total dollar amount, enter the dollar amount and then click on the calculate value button located to the right of the dollar amount field. Click on the Safe Icon to save the portfolio.

You are now at the view/modify screen. The start date is represented as Buy and the end date as End Date in the Transaction Description field. You will also see the dollar amount, share price, and share amount. You can change the significance value and/or the price rule by clicking on the appropriate drop down box.



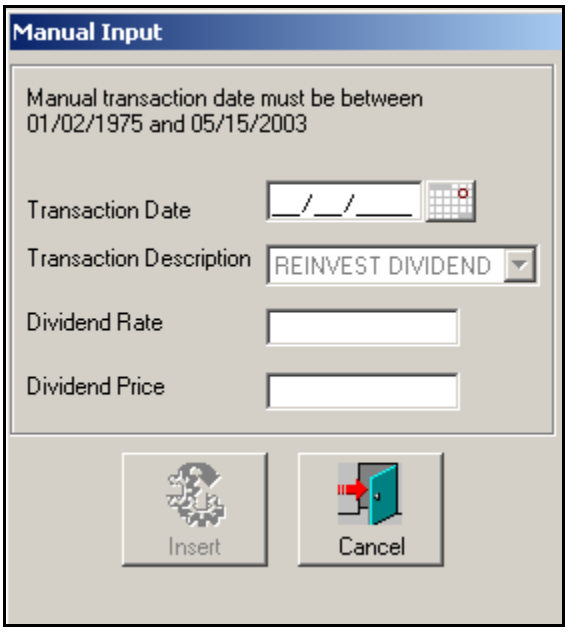
You can edit portfolio information such as share price, share amount, and dollar amount prior to sending, by clicking on the magnifying glass icon on the toolbar. When all information is correct, click on the Telephone Icon on the top toolbar to send your portfolio for pricing.

When the portfolio has finished processing you will be returned to the view portfolio window. You will see each dividend reinvested, transaction date, and the share price. The program will automatically calculate the share amount of the reinvested dividend.



Manual Inputs

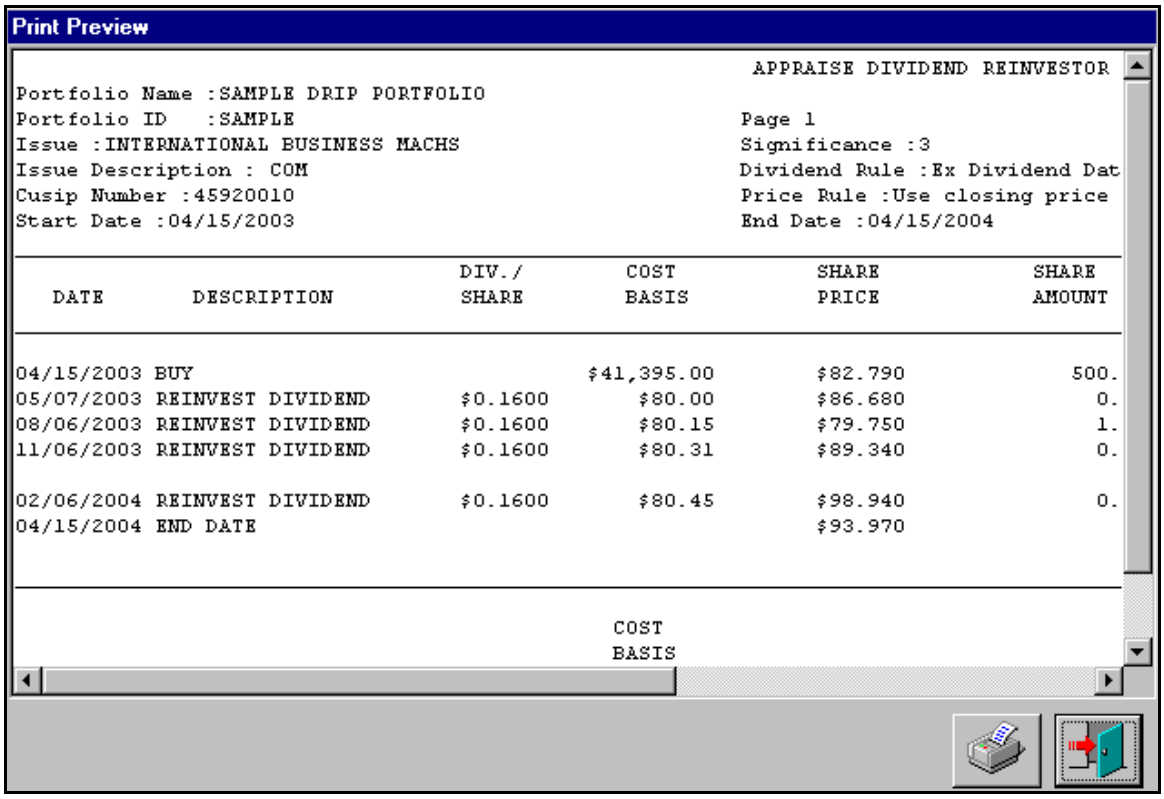
You can manually input reinvested dividends, corporate actions, sales, or additional purchases by clicking on the Notebook icon.
This will bring up a new window to enter the new information. Be sure to have the appropriated information available before selecting manual inputs.



Please note: the dividend reinvestor portfolio must be priced before adding manual inputs.

Print or Print Preview

After pricing is complete you are returned to the view/modify screen.
Click on the Printer Icon located on the top toolbar. You are now at the print preview screen.

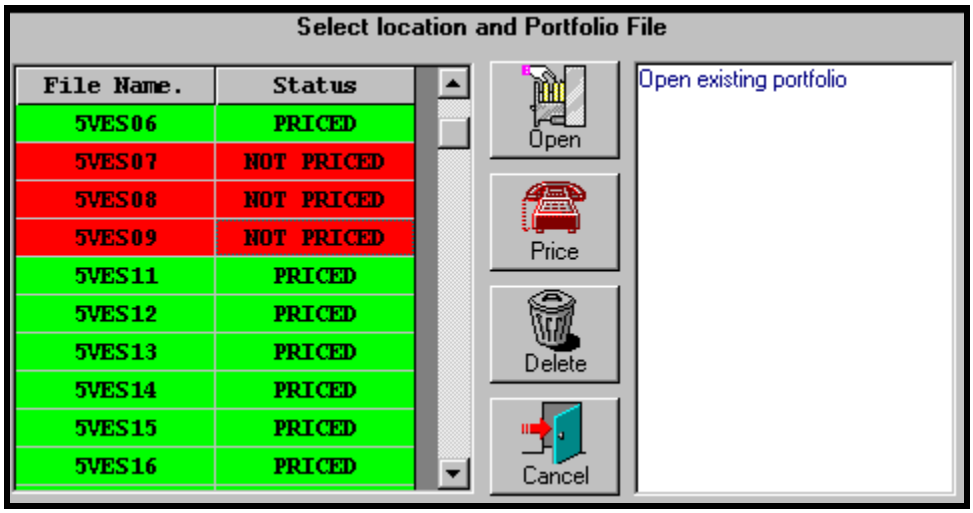

Print Preview
APPRAISE DIVIDEND REINVESTOR
Portfolio Name :SAMPLE DRIP PORTFOLIO
Portfolio ID :SAMPLE
Page 1
Issue :INTERNATIONAL BUSINESS MACHS
Significance :3
Issue Description : COM
Dividend Rule :Ex Dividend Dat
Cusip Number :45920010
Price Rule :Use closing price
Start Date :04/15/2003
End Date :04/15/2004
DATE DESCRIPTION DIV./ SHARE COST BASIS SHARE PRICE SHARE AMOUNT
04/15/2003 BUY $41,395.00 $82.790 500.
05/07/2003 REINVEST DIVIDEND $0.1600 $80.00 $86.680 0.
08/06/2003 REINVEST DIVIDEND $0.1600 $80.15 $79.750 1.
11/06/2003 REINVEST DIVIDEND $0.1600 $80.31 $89.340 0.
02/06/2004 REINVEST DIVIDEND $0.1600 $80.45 $98.940 0.
04/15/2004 END DATE $93.970
COST BASIS

Click on the Printer Icon on the lower toolbar to print the portfolio.

To Open an existing Portfolio

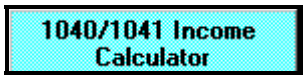
Click on the Open Icon located on the top toolbar or go to File then select Open.

A listing of existing portfolios appears. Click on the portfolio to select it, and then click on **Open**.

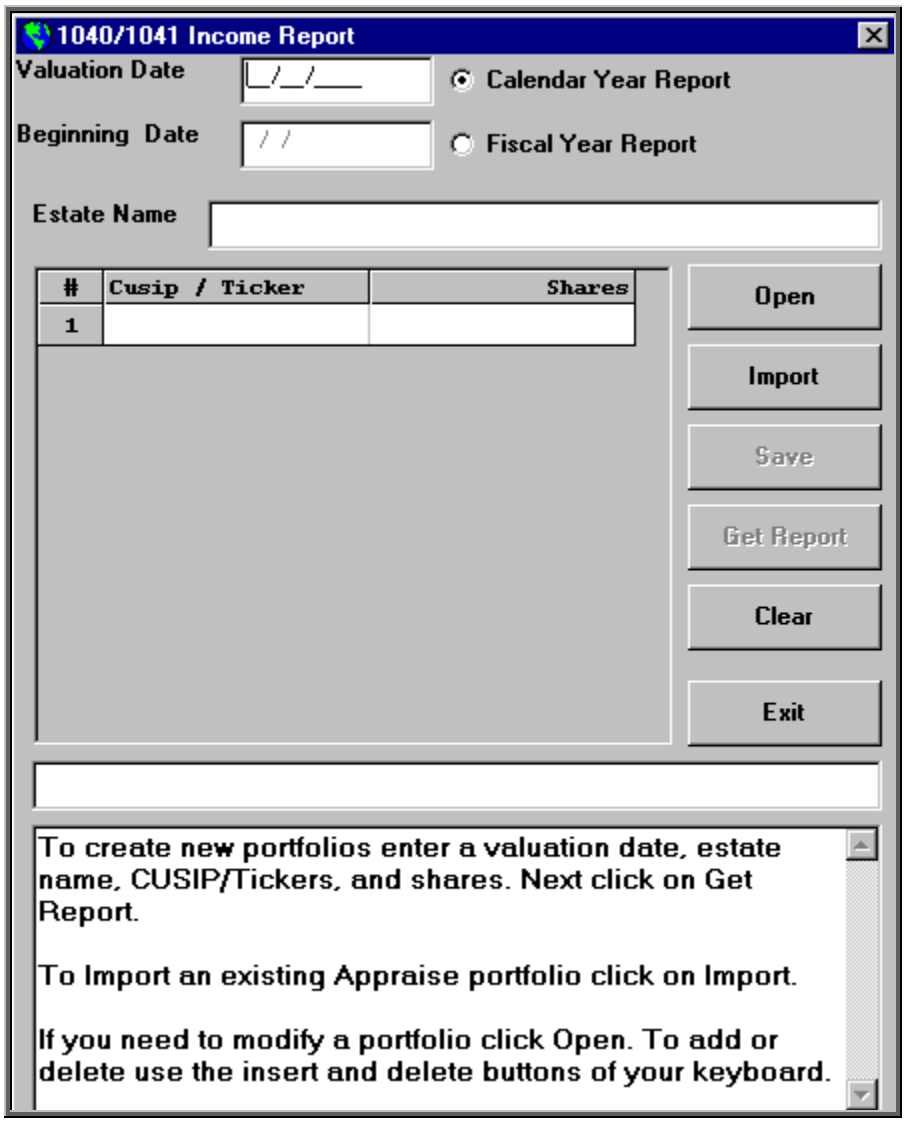


To Delete a Portfolio

Open the portfolio by clicking on the Open Icon on the top toolbar or go to File then select Open. A list of existing portfolios will appear. Select the portfolio then click on Delete. You are asked “are you sure you want to delete portfolio” click yes.

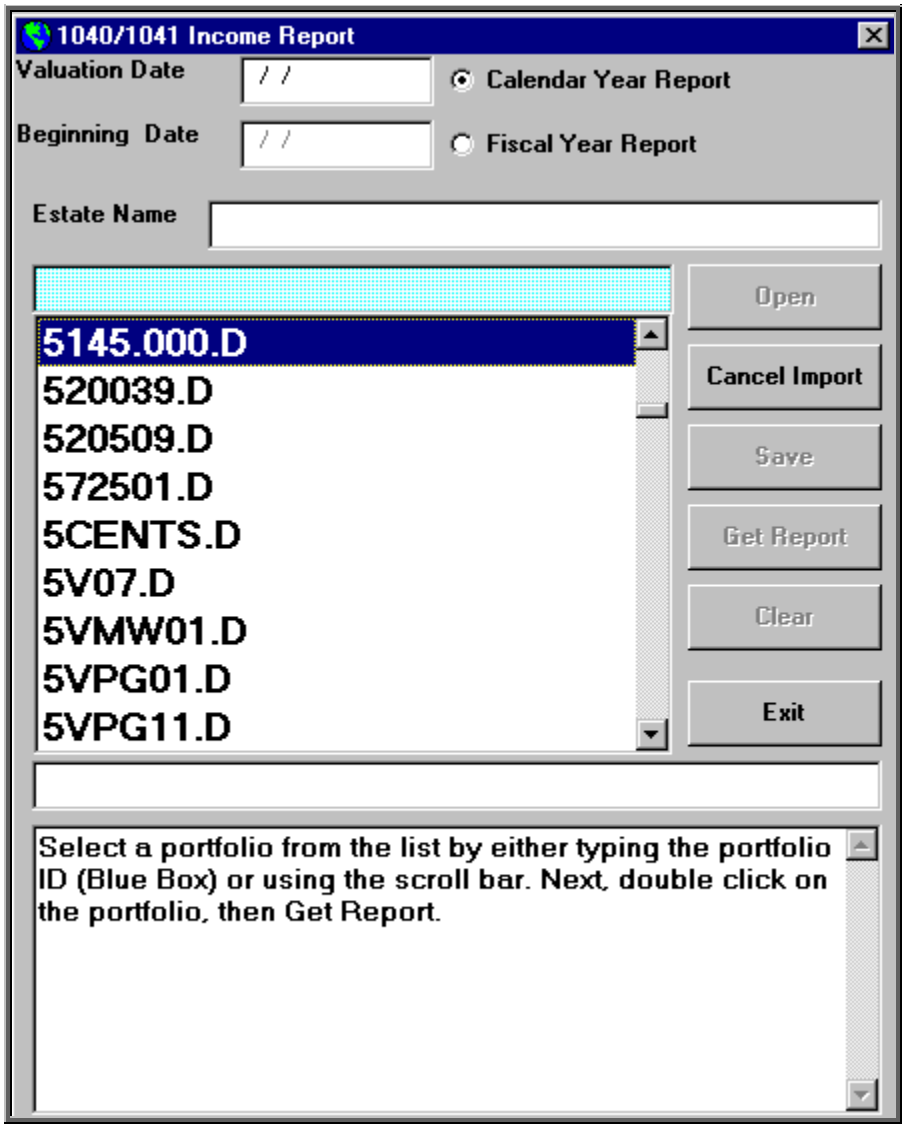


The Appraise 1040/1041 Income Calculator is a great time saving program. It's for trust tax professionals who are responsible for preparation of the deceased's personal income tax and estate or trust fiduciary income tax returns. Appraise 1040/1041 Income Calculator provides the information that's necessary to assign dividends to a decedent's final income tax return and to the estate or trust return, including capital changes. Click on 1040/1041 Income calculator to begin.

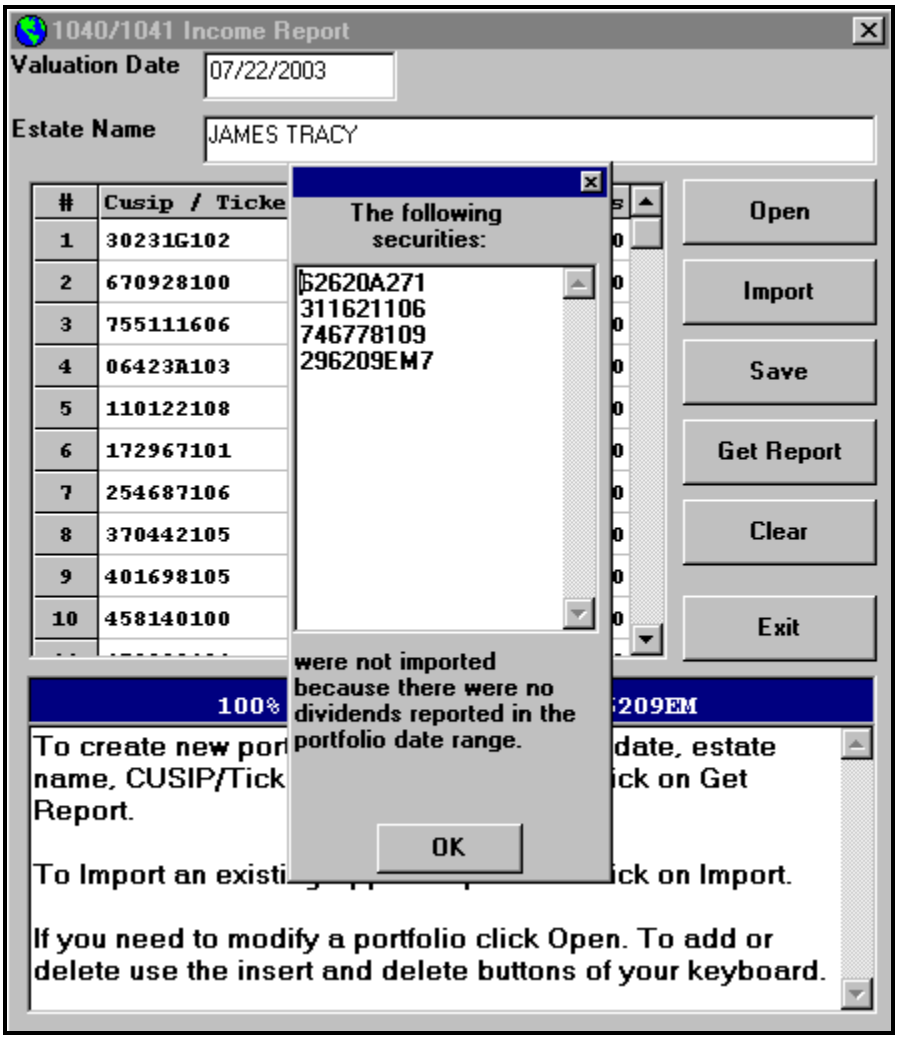

1040/1041 Income Report
Valuation Date
__/__/____
Calendar Year Report
Beginning Date
/ /
Fiscal Year Report
Estate Name
Cusip / Ticker Shares
1
Open
Import
Save
Get Report
Clear
Exit
To create new portfolios enter a valuation date, estate name, CUSIP/Tickers, and shares. Next click on Get Report.
To Import an existing Appraise portfolio click on Import.
If you need to modify a portfolio click Open. To add or delete use the insert and delete buttons of your keyboard.

To create a portfolio; enter a valuation date, Estate name, CUSIP™/Ticker, and shares. Click on Save. This will save a listing of the securities not the detailed report. To open this portfolio, click on Open then double click on the portfolio to select it. Next click on Get Report.

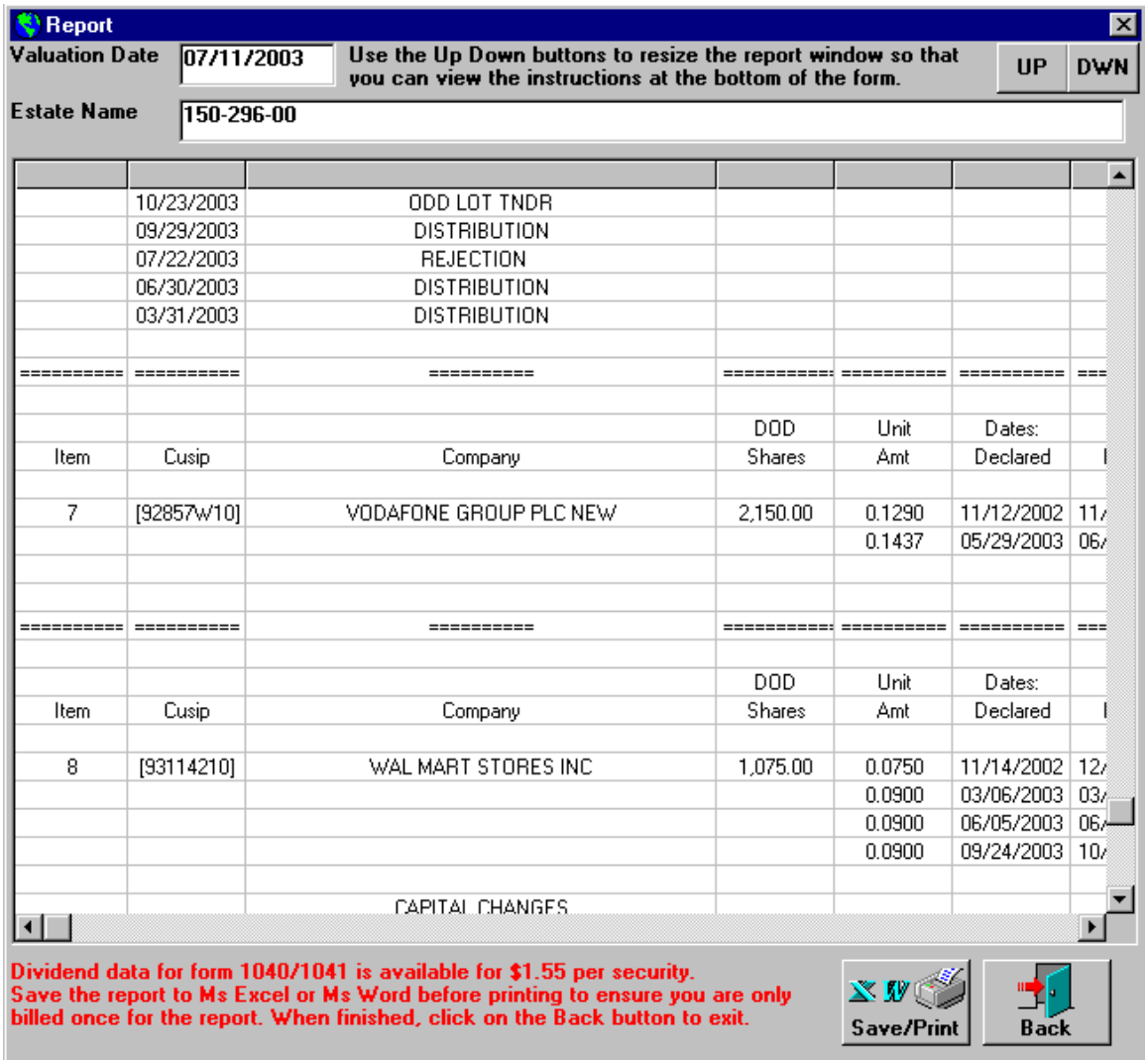
Import an Existing Portfolio



To import an existing portfolio, click on Import and then select a portfolio from the list by either typing the portfolio ID in the blue box or using the scroll bar. Double click the portfolio and then click Open.



Securities with no dividends reported in the portfolio date range will not be imported and a list of those securities will be displayed, click OK. Next, click on Get Report.


Report
Valuation Date
07/11/2003
Use the Up Down buttons to resize the report window so that you can view the instructions at the bottom of the form.
UP
DWN
Estate Name
150-296-00
10/23/2003 ODD LOT TNDR
09/29/2003 DISTRIBUTION
07/22/2003 REJECTION
06/30/2003 DISTRIBUTION
03/31/2003 DISTRIBUTION
Item Cusip Company DOD Shares Unit Amt Dates: Declared
7 [92857W10] VODAFONE GROUP PLC NEW 2,150.00 0.1290 11/12/2002
0.1437 05/29/2003
Item Cusip Company DOD Shares Unit Amt Dates: Declared
8 [93114210] WAL MART STORES INC 1,075.00 0.0750 11/14/2002
0.0900 03/06/2003
0.0900 06/05/2003
0.0900 09/24/2003
CAPITAL CHANGES
Dividend data for form 1040/1041 is available for $1.55 per security.
Save the report to Ms Excel or Ms Word before printing to ensure you are only billed once for the report. When finished, click on the Back button to exit.
Save/Print
Back

The report will display on screen. Use the Up & Down buttons to resize the screen if necessary. Be sure to save the report either to an Excel or Word document before printing to ensure you are only billed once for the report. This file will be saved to your \Appraise\Data directory. Click on the Back button to exit the report.

A person who makes Florida his or her principal residence or domicile may have a duty to file an intangible tax return with the Florida Department of Revenue no later than June 30 of each year. The return must report all intangible personal property owned as of January 1 of that year which is not exempt.

Shares of stock of corporations regularly listed on any public stock exchange or regularly traded over-the-counter are subject to this intangible tax at the value as of the closing price on the last business day of the previous calendar year.

Bonds regularly listed on any public stock exchange or regularly traded over-the-counter are subject to this intangible tax at the value of their closing bid prices on the last business day of the previous calendar year.

The Florida Intangible Tax program automatically provides the closing/bid price for each security. See the section on EZPrice for instructions on using this service.

The fair market value of assets held in an Unitust are re-valued annually. Our UniTrust program will provide the high, low, and mean price of securities held in the trust. See the section on Estate & Gift Tax for instructions on using this service.

Our NJ State Estate Tax program will provide asset values for securities, compliant with the State of New Jersey Estate tax regulations. See the section on Estate & Gift Tax for instructions on using this service.

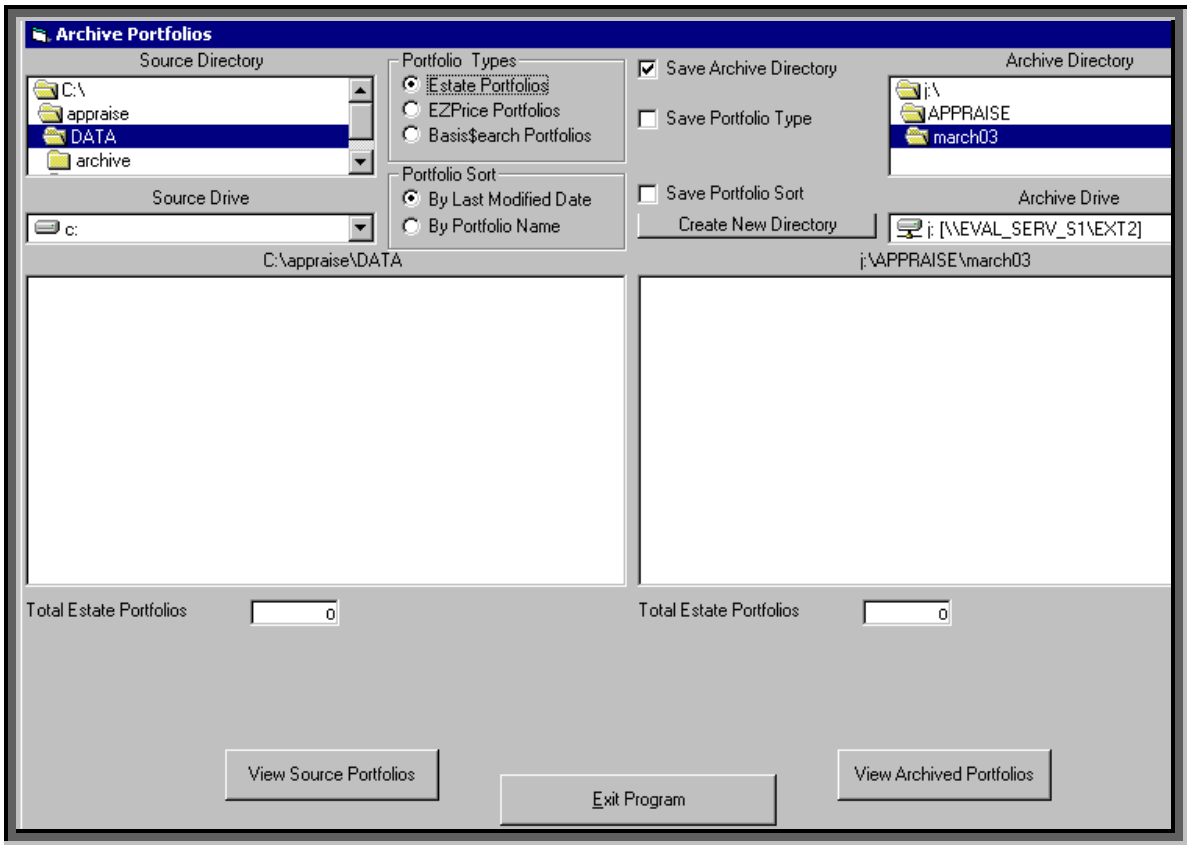
Archive Manager

Appraise.Asp clients will first have to download this free utility from our website and then run the installation program.

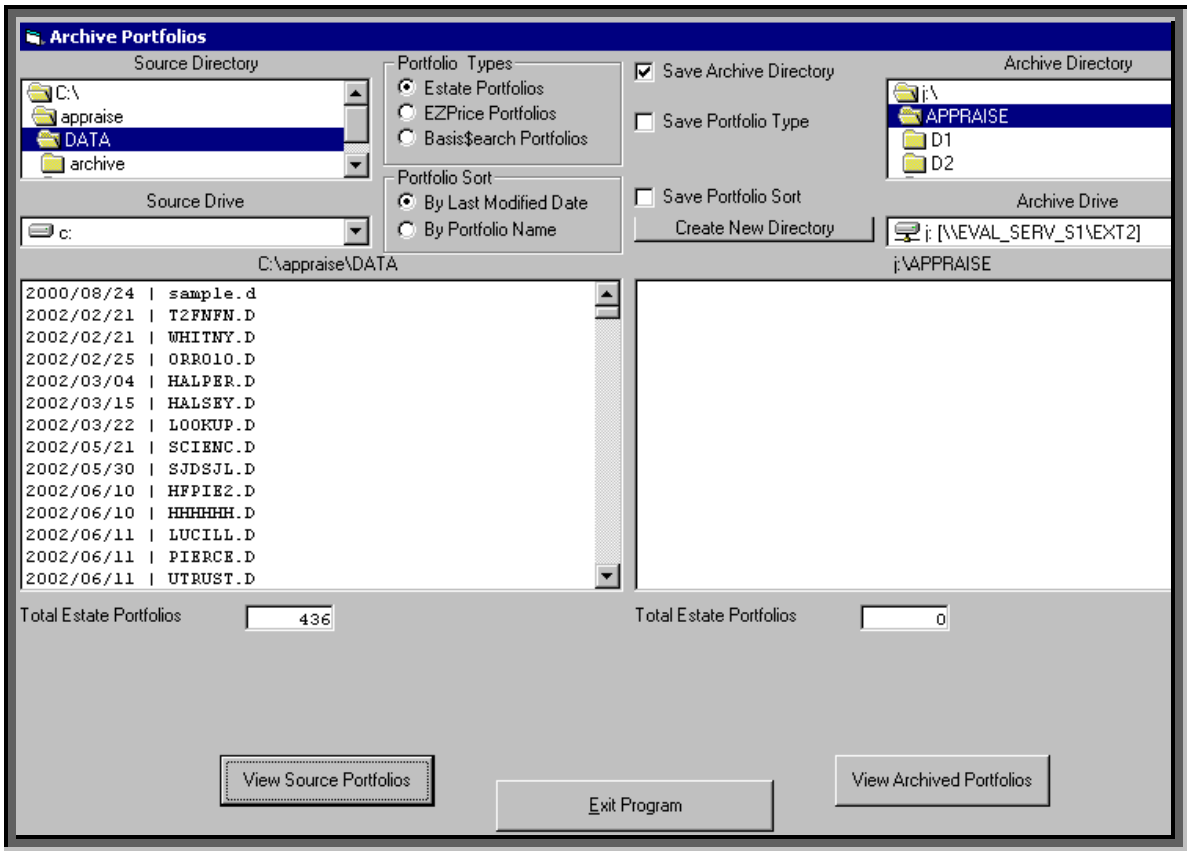
Our Archive program will store your Appraise Portfolios to other directories, allowing you to organize your data and free up space in your current directory. This will greatly enhance performance during your Appraise.Asp session.

To begin double click on Archive icon located on your desktop.

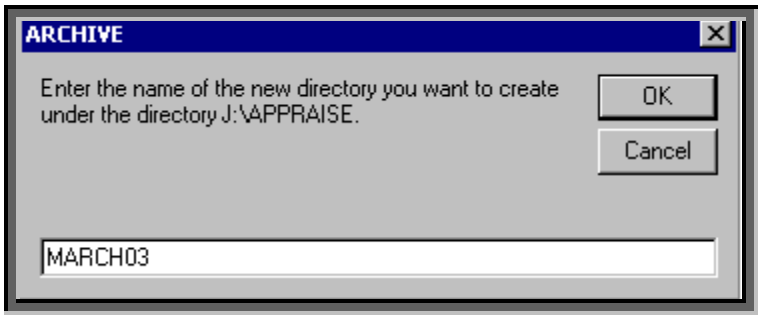
The first window will display your source drive and directory.



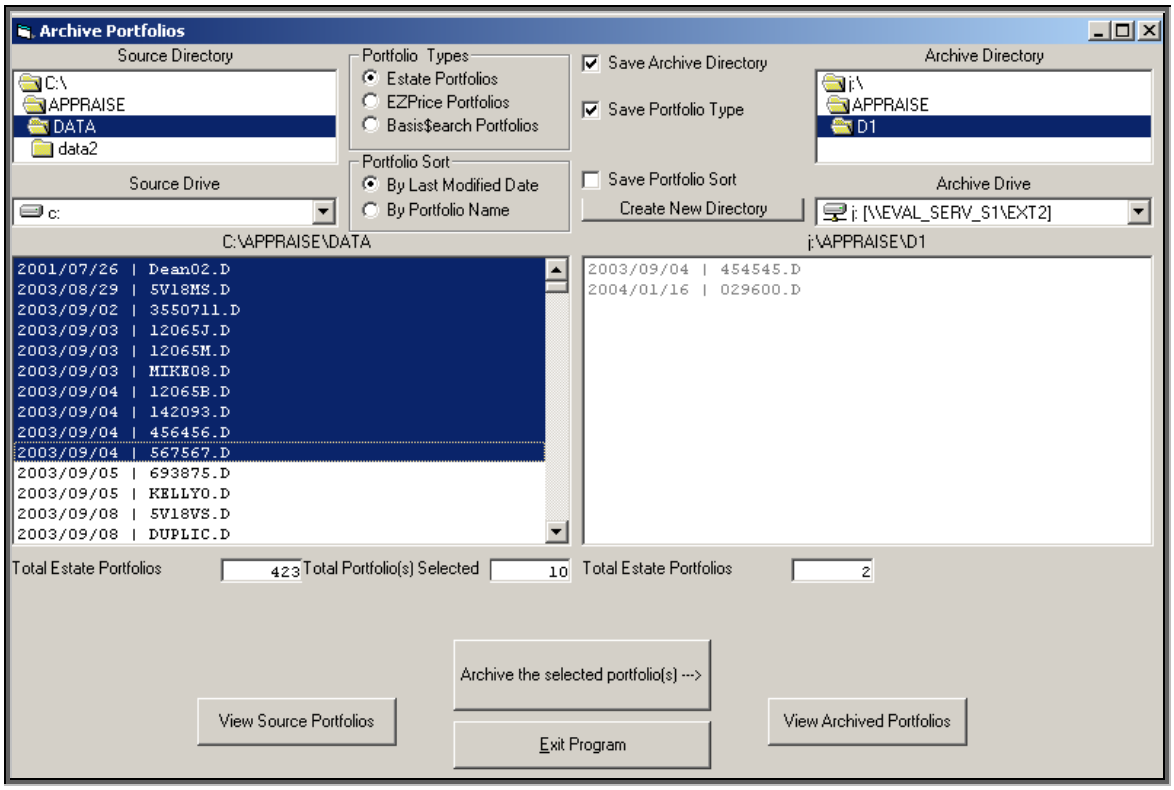
The source directory in the example above is C:\appraise\data. Click on the Portfolio type you want to archive, Estate, EZPrice, or Basis$earch. Click on the Sort Method, Last modified date or Portfolio name, and then click on View Source Portfolios.



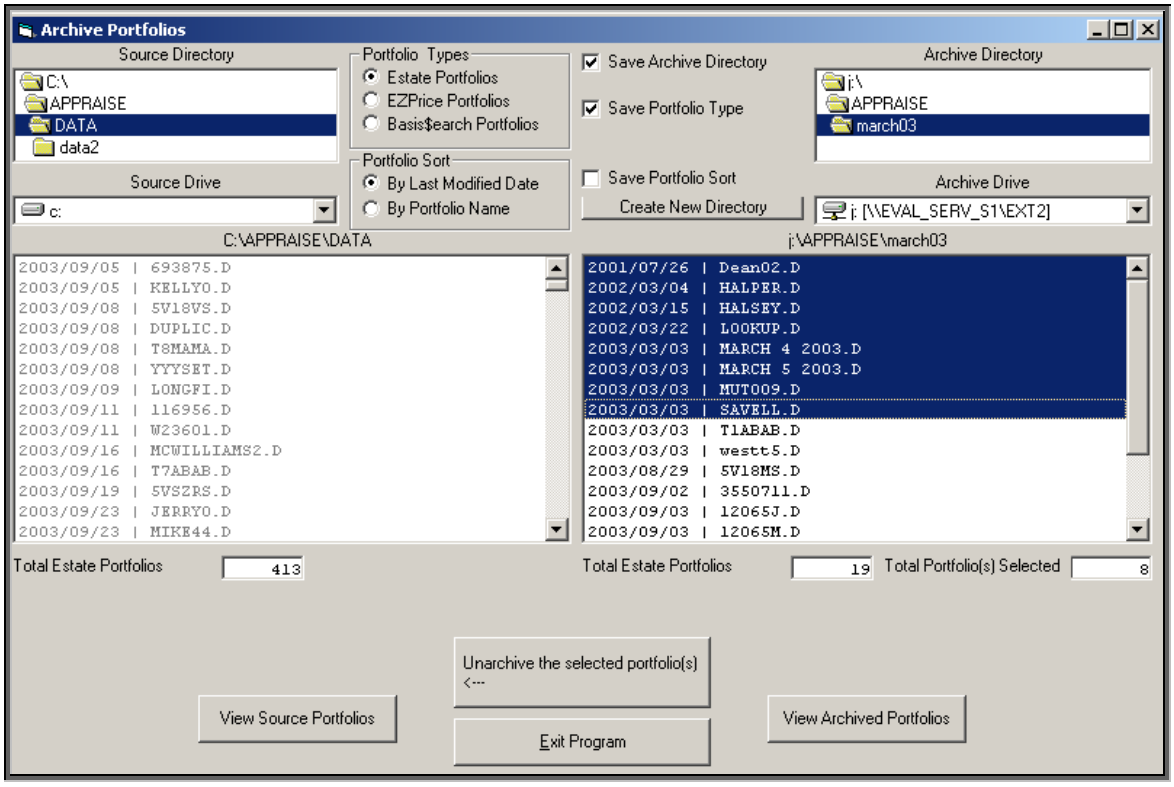
Set the Archive directory by selecting the drive you want to store your data from the Archive Drive drop down menu. Select the folder by clicking on an existing folder or click on Create New Directory. When selecting Create New Directory, be sure you have the appropriate permissions to do so.



Once the Source Directory and Archive Directory are set check Save Archive Directory.



To archive files, click on each of the portfolio you wish to archive then click on **Archive the selected Portfolios**. All of the selected portfolios will be removed from \appraise\data to the new archive folder.



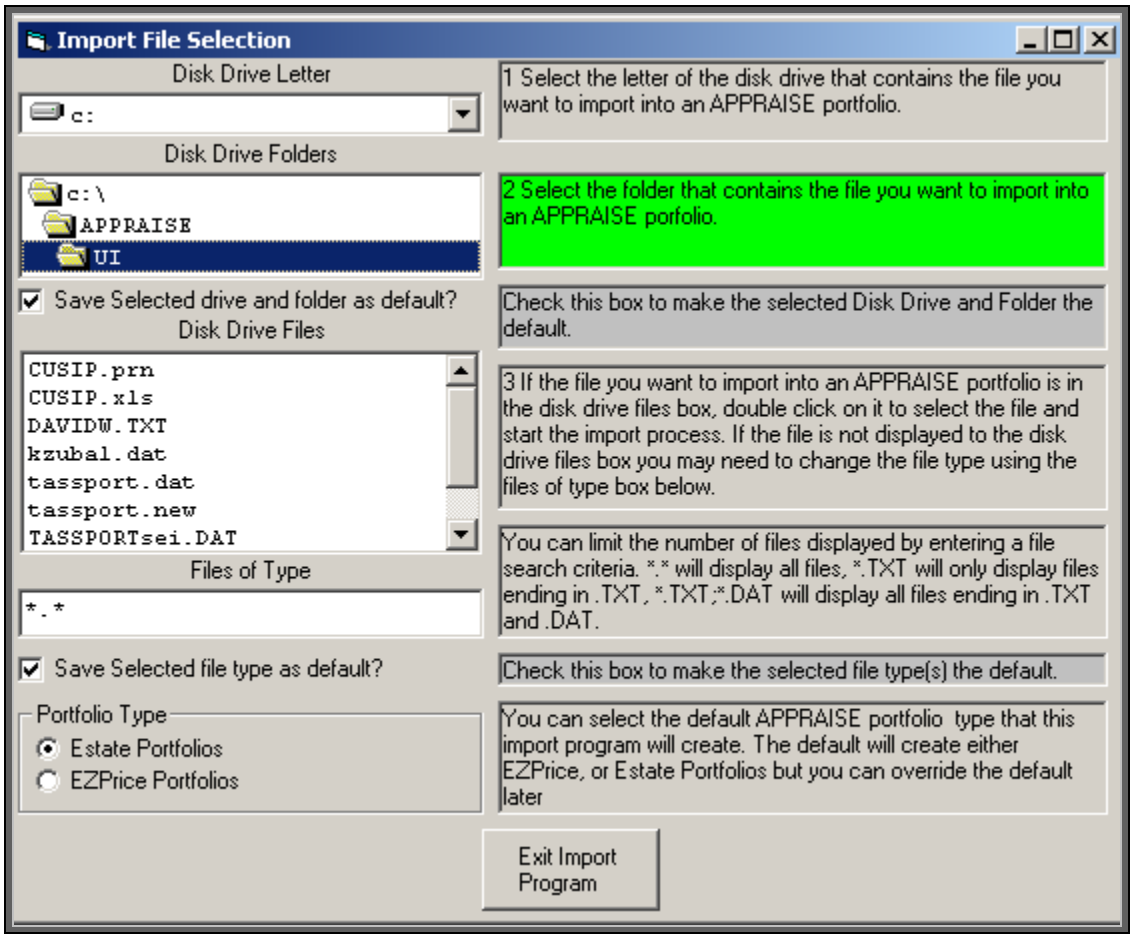
To restore archived files, select the portfolio by clicking and highlighting the portfolios, then click **Unarchive the selected Portfolio**. When finished, click on Exit Program.

Universal Import

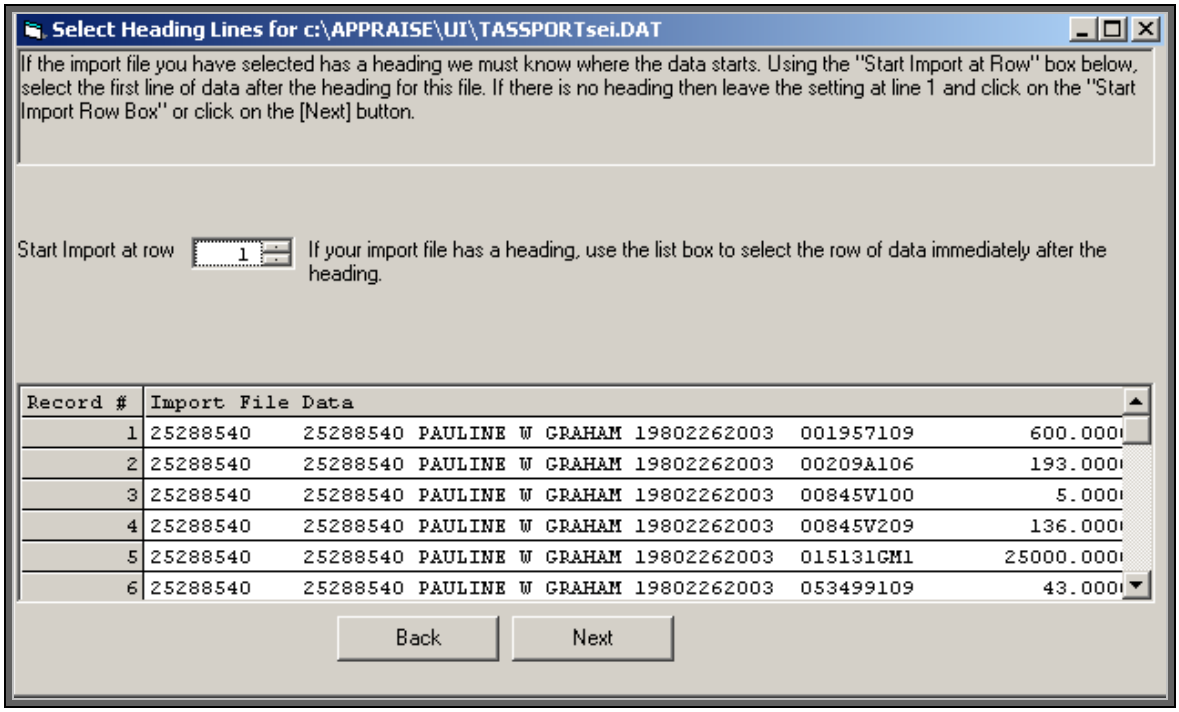
Appraise.Asp clients will have to download and install this free utility from our web site.

Save time entering data with Appraise Universal Import utility. Universal Import allows you to import CUSIPS™ and shares from another file into an Appraise portfolio.

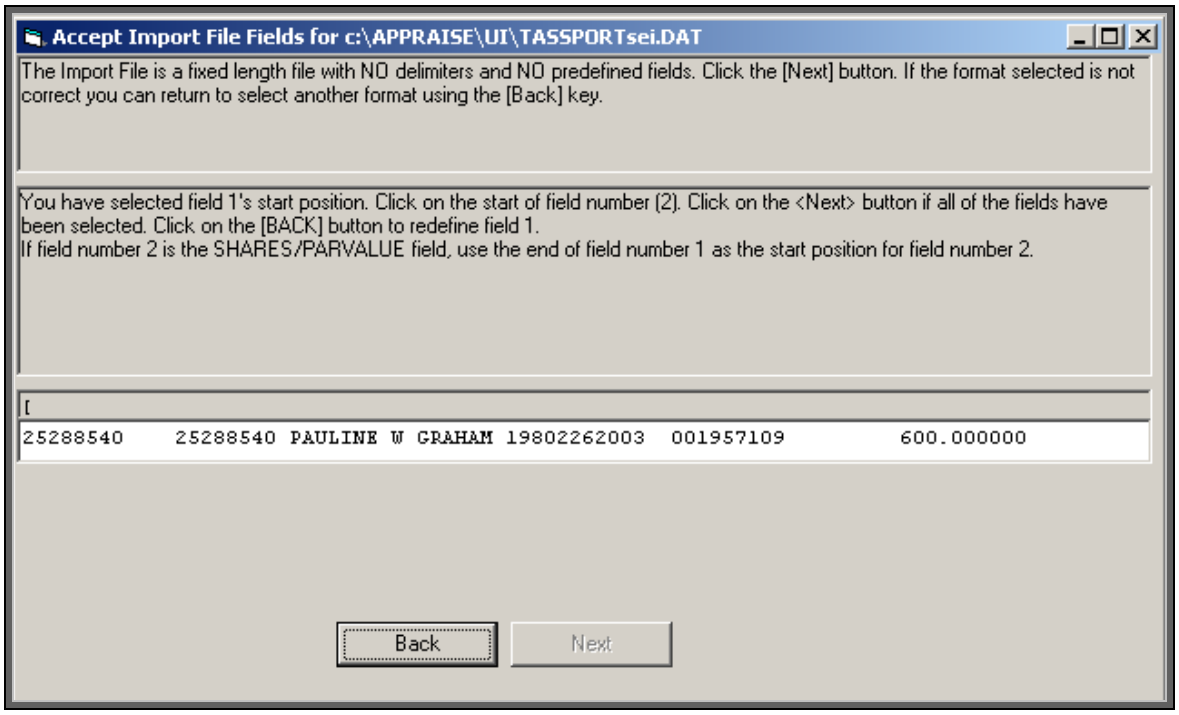
Start Universal Import by double clicking the UI icon located on your desktop.


Import File Selection
Disk Drive Letter
c:
1 Select the letter of the disk drive that contains the file you want to import into an APPRAISE portfolio.
Disk Drive Folders
c:\
APPRAISE
UI
2 Select the folder that contains the file you want to import into an APPRAISE porfolio.
Save Selected drive and folder as default?
Check this box to make the selected Disk Drive and Folder the default.
Disk Drive Files
CUSIP.prn
CUSIP.xls
DAVIDW.TXT
kzubal.dat
tassport.dat
tassport.new
TASSPORTsei.DAT
3 If the file you want to import into an APPRAISE portfolio is in the disk drive files box, double click on it to select the file and start the import process. If the file is not displayed to the disk drive files box you may need to change the file type using the files of type box below.
Files of Type
.
You can limit the number of files displayed by entering a file search criteria. *.* will display all files, *.TXT will only display files ending in .TXT, *.TXT;*.DAT will display all files ending in .TXT and .DAT.
Save Selected file type as default?
Check this box to make the selected file type(s) the default.
Portfolio Type
Estate Portfolios
EZPrice Portfolios
You can select the default APPRAISE portfolio type that this import program will create. The default will create either EZPrice, or Estate Portfolios but you can override the default later
Exit Import Program

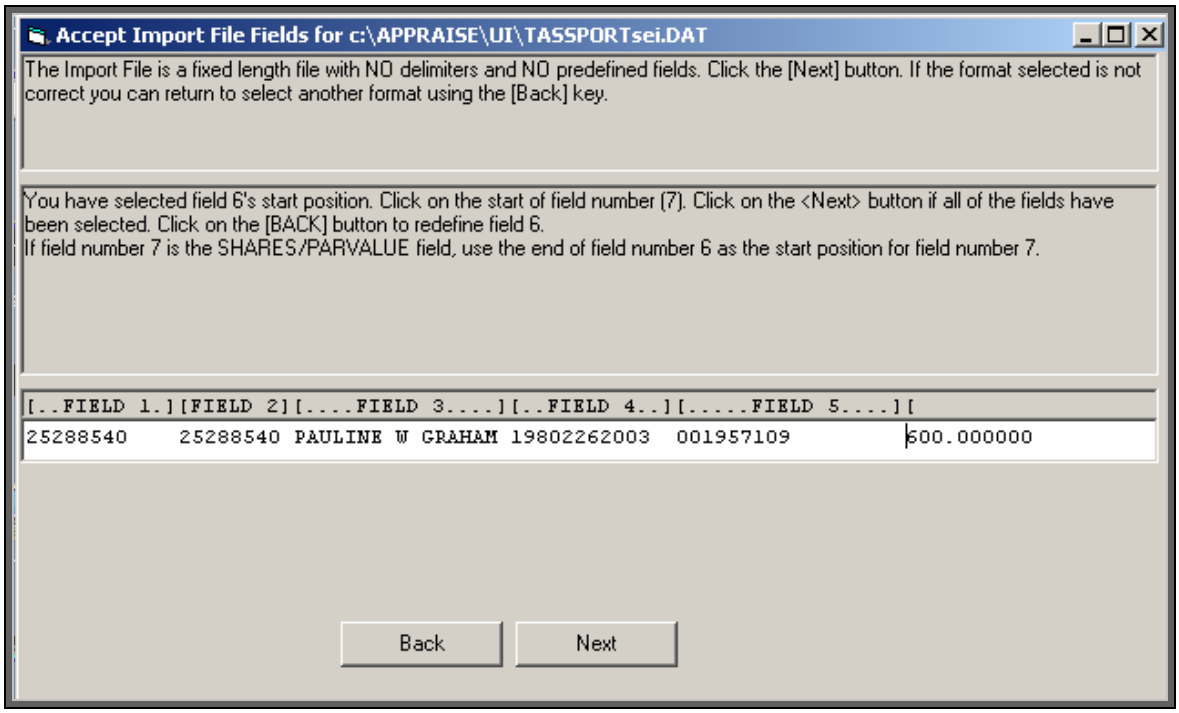
The first screen will allow you to select the disk drive that contains the file you want to import into an Appraise portfolio. You can also save the drive and folder as the default directory of import files. Next, double click on the import file.


Select Heading Lines for c:\APPRAISE\UI\TASSPORTsei.DAT
If the import file you have selected has a heading we must know where the data starts. Using the "Start Import at Row" box below, select the first line of data after the heading for this file. If there is no heading then leave the setting at line 1 and click on the "Start Import Row Box" or click on the [Next] button.
Start Import at row
1
If your import file has a heading, use the list box to select the row of data immediately after the heading.
Record #
Import File Data
1 25288540 25288540 PAULINE W GRAHAM 19802262003 001957109 600.000
2 25288540 25288540 PAULINE W GRAHAM 19802262003 00209A106 193.000
3 25288540 25288540 PAULINE W GRAHAM 19802262003 00845V100 5.000
4 25288540 25288540 PAULINE W GRAHAM 19802262003 00845V209 136.000
5 25288540 25288540 PAULINE W GRAHAM 19802262003 015131GM1 25000.000
6 25288540 25288540 PAULINE W GRAHAM 19802262003 053499109 43.000
Back
Next

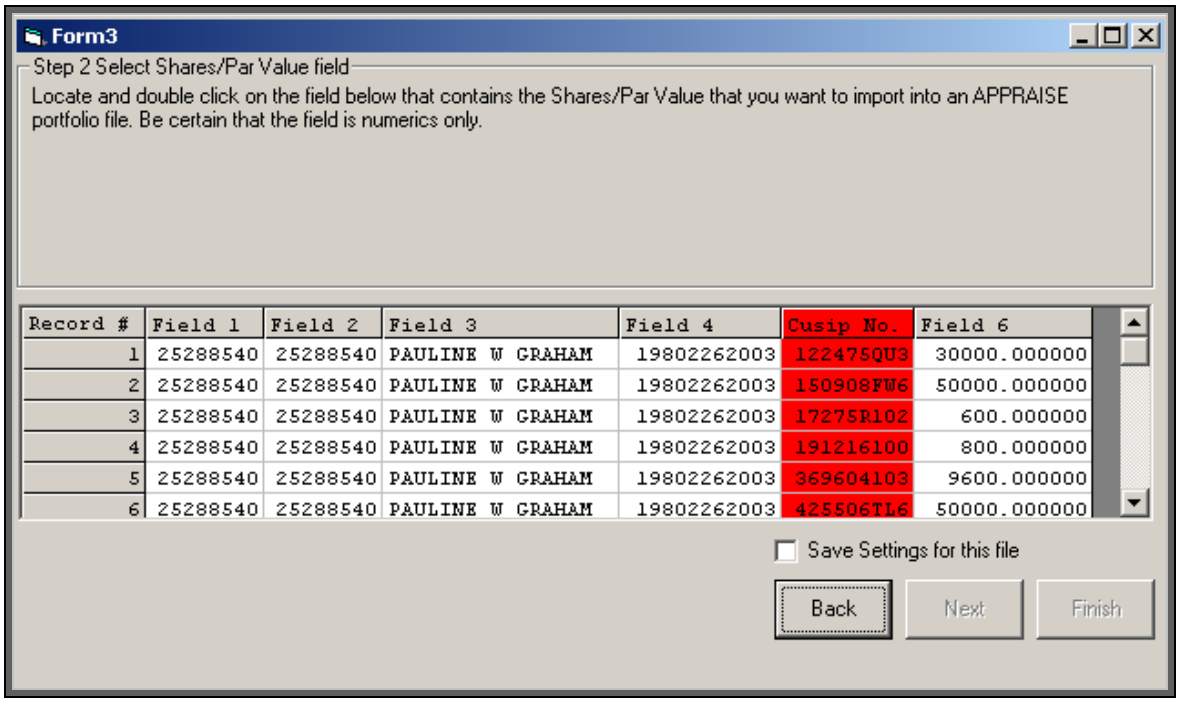
If your import file has a heading, use the list box to select the row of data immediately after the heading, then click **Next**.


Accept Import File Fields for c:\APPRAISE\UI\TASSPORTsei.DAT
The Import File is a fixed length file with NO delimiters and NO predefined fields. Click the [Next] button. If the format selected is not correct you can return to select another format using the [Back] key.
You have selected field 1's start position. Click on the start of field number (2). Click on the <Next> button if all of the fields have been selected. Click on the [BACK] button to redefine field 1.
If field number 2 is the SHARES/PARVALUE field, use the end of field number 1 as the start position for field number 2.
[
25288540 25288540 PAULINE W GRAHAM 19802262003 001957109 600.000000
Back
Next

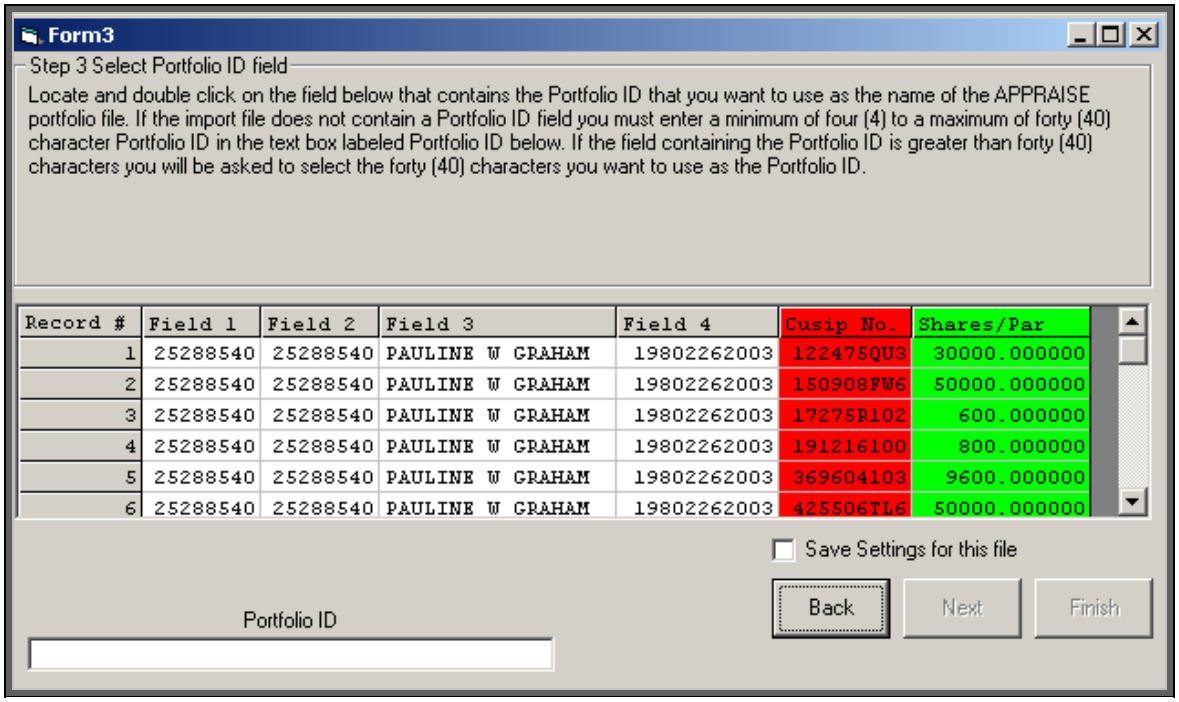
Follow the onscreen instructions for selecting fields.

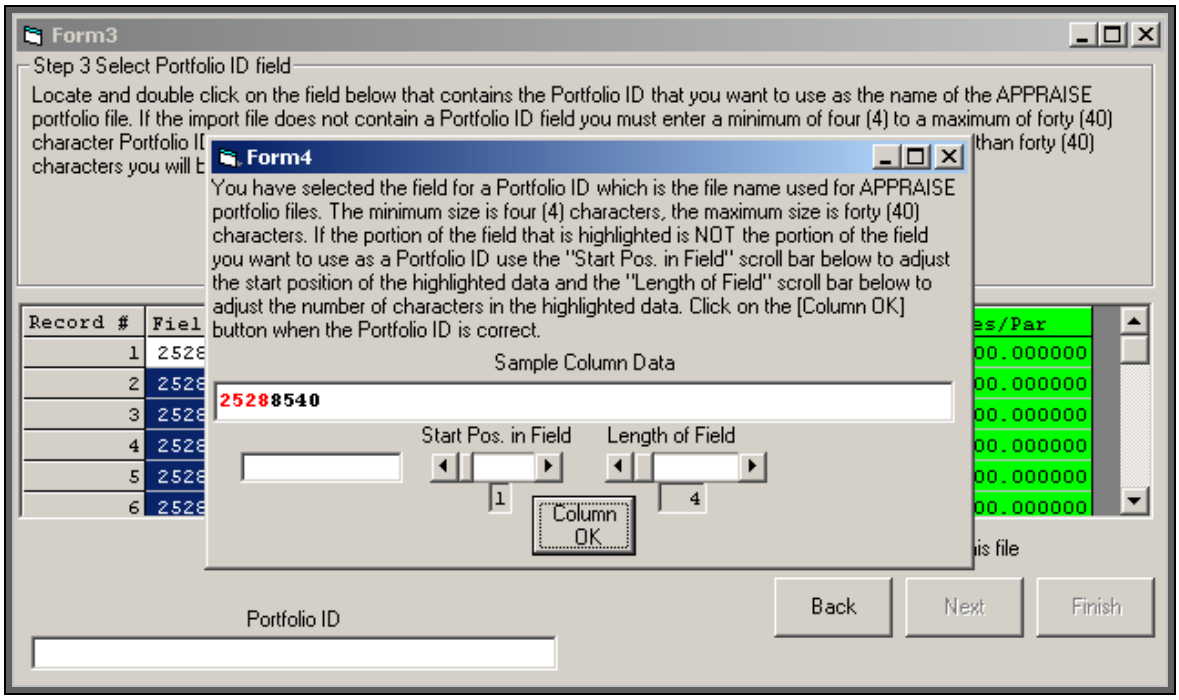

Accept Import File Fields for c:\APPRAISE\UI\TASSPORTsei.DAT
The Import File is a fixed length file with NO delimiters and NO predefined fields. Click the [Next] button. If the format selected is not correct you can return to select another format using the [Back] key.
You have selected field 6's start position. Click on the start of field number (7). Click on the <Next> button if all of the fields have been selected. Click on the [BACK] button to redefine field 6.
If field number 7 is the SHARES/PARVALUE field, use the end of field number 6 as the start position for field number 7.
[..FIELD 1.][FIELD 2][....FIELD 3....][..FIELD 4..][.....FIELD 5....][
25288540 25288540 PAULINE W GRAHAM 19802262003 001957109 600.000000
Back
Next

If the format selected is not correct you can return to select another format using the Back button. If all the fields are correctly selected, click the **Next** button.

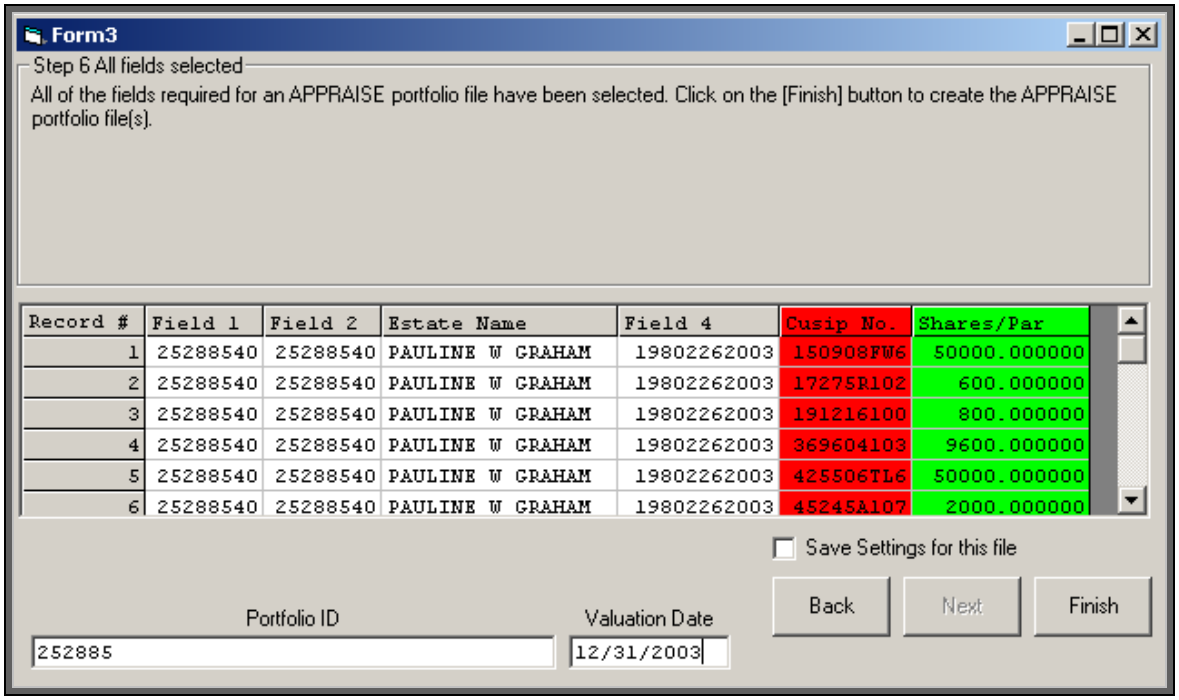

Form3
Step 2 Select Shares/Par Value field
Locate and double click on the field below that contains the Shares/Par Value that you want to import into an APPRAISE portfolio file. Be certain that the field is numerics only.
Record # | Field 1 | Field 2 | Field 3 | Field 4 | Cusip No. | Field 6
1 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 122475QU3 | 30000.000000
2 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 150908FW6 | 50000.000000
3 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 17275R102 | 600.000000
4 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 191216100 | 800.000000
5 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 369604103 | 9600.000000
6 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 425506TL6 | 50000.000000
Save Settings for this file
Back
Next
Finish

Follow the onscreen instructions to select the fields to import.

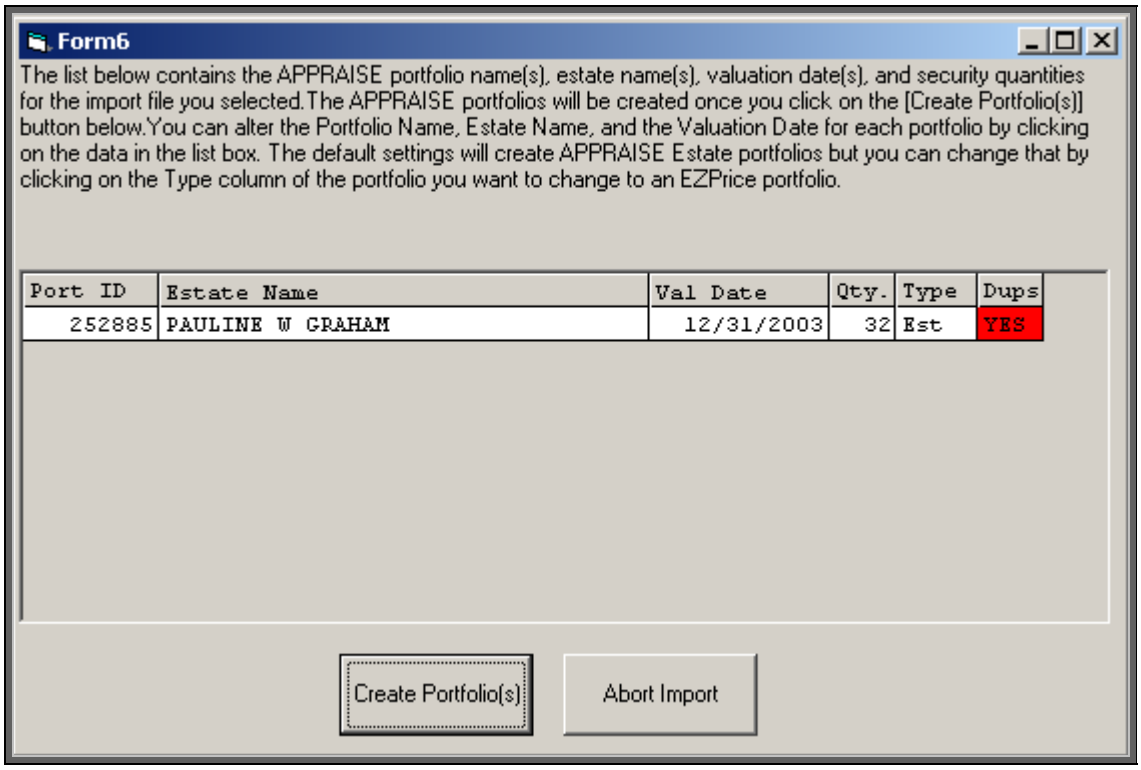

Form3
Step 3 Select Portfolio ID field
Locate and double click on the field below that contains the Portfolio ID that you want to use as the name of the APPRAISE portfolio file. If the import file does not contain a Portfolio ID field you must enter a minimum of four (4) to a maximum of forty (40) character Portfolio ID in the text box labeled Portfolio ID below. If the field containing the Portfolio ID is greater than forty (40) characters you will be asked to select the forty (40) characters you want to use as the Portfolio ID.
Record # | Field 1 | Field 2 | Field 3 | Field 4 | Cusip No. | Shares/Par
1 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 122475QU3 | 30000.000000
2 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 150908FW6 | 50000.000000
3 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 17275R102 | 600.000000
4 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 191216100 | 800.000000
5 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 369604103 | 9600.000000
6 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 425506TL6 | 50000.000000
Save Settings for this file
Back
Next
Finish
Portfolio ID


Form3
Step 3 Select Portfolio ID field
Locate and double click on the field below that contains the Portfolio ID that you want to use as the name of the APPRAISE portfolio file. If the import file does not contain a Portfolio ID field you must enter a minimum of four (4) to a maximum of forty (40) character Portfolio ID
than forty (40)
characters you will b
Form4
You have selected the field for a Portfolio ID which is the file name used for APPRAISE portfolio files. The minimum size is four (4) characters, the maximum size is forty (40) characters. If the portion of the field that is highlighted is NOT the portion of the field you want to use as a Portfolio ID use the "Start Pos. in Field" scroll bar below to adjust the start position of the highlighted data and the "Length of Field" scroll bar below to adjust the number of characters in the highlighted data. Click on the [Column OK] button when the Portfolio ID is correct.
Sample Column Data
25288540
Start Pos. in Field
Length of Field
1
4
Column OK
Record #
Fiel
es/Par
00.000000
is file
Back
Next
Finish
Portfolio ID

If clicking on the portfolio ID field, you may be prompted to further define the field. Define the start position and the length of field then click **Column OK**.

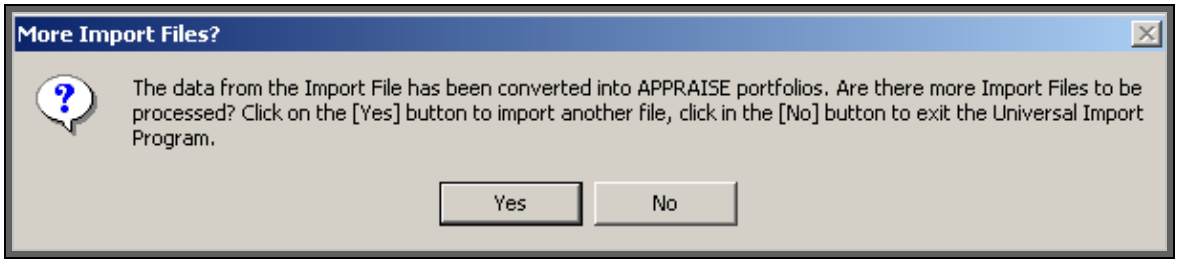

Form3
Step 6 All fields selected
All of the fields required for an APPRAISE portfolio file have been selected. Click on the [Finish] button to create the APPRAISE portfolio file(s).
Record # | Field 1 | Field 2 | Estate Name | Field 4 | Cusip No. | Shares/Par
1 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 150908FW6 | 50000.000000
2 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 17275R102 | 600.000000
3 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 191216100 | 800.000000
4 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 369604103 | 9600.000000
5 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 425506TL6 | 50000.000000
6 | 25288540 | 25288540 | PAULINE W GRAHAM | 19802262003 | 45245A107 | 2000.000000
Save Settings for this file
Back
Next
Finish
Portfolio ID
252885
Valuation Date
12/31/2003

When all of the fields required for an Appraise portfolio have been selected, click on the **Finish** button to create the Appraise portfolio.


Form6
The list below contains the APPRAISE portfolio name(s), estate name(s), valuation date(s), and security quantities for the import file you selected.The APPRAISE portfolios will be created once you click on the [Create Portfolio(s)] button below.You can alter the Portfolio Name, Estate Name, and the Valuation Date for each portfolio by clicking on the data in the list box. The default settings will create APPRAISE Estate portfolios but you can change that by clicking on the Type column of the portfolio you want to change to an EZPrice portfolio.
Port ID
Estate Name
Val Date
Qty.
Type
Dups
252885
PAULINE W GRAHAM
12/31/2003
32
Est
YES
Create Portfolio(s)
Abort Import

Now, click on **Create Portfolio(s).**

The next screen lets you know that the Import File has been converted to an Appraise portfolio. Click on the **Yes** button to import another file, or click on the **No** button to exit the program.


More Import Files?
The data from the Import File has been converted into APPRAISE portfolios. Are there more Import Files to be processed? Click on the [Yes] button to import another file, click in the [No] button to exit the Universal Import Program.
Yes
No

To process the import file open the Appraise program, select the type of portfolio created, Estate & Gift Tax or EZPrice, and then send the portfolio for pricing. Refer to the portfolio type section for usage information.

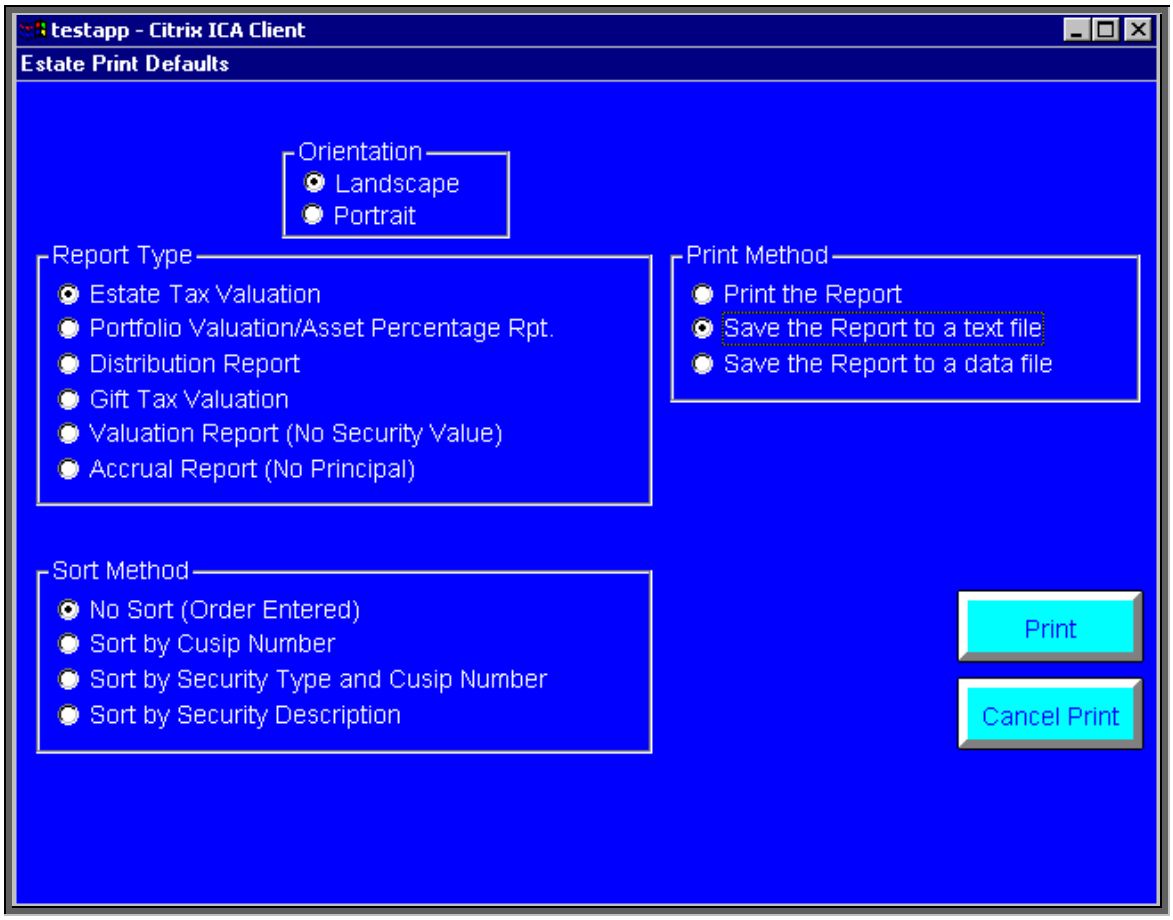
The Import file in the above example is a fixed length file. Universal Import supports file of type .dat, .txt, .prn, .csv, etc. The screens may vary depending on the type of Import File. If you need assistance using this utility contact Technical Support.

APPRAISE.ASP TIPS

PRINTING

This printing process can be greatly improved by printing to a text file, then importing the file into Microsoft Word or Wordpad.

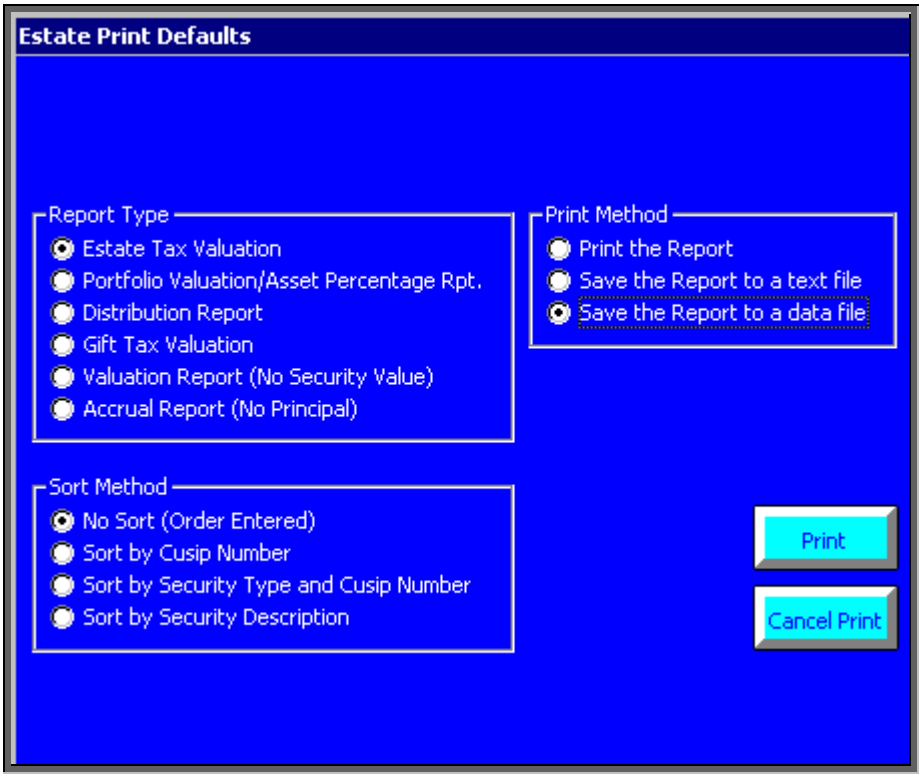
1. Select the portfolio you wish to print.
2. Choose print to a text file on the print default page.



3. Exit Appraise.Asp. The next steps do not require that you to be logged on to Appraise.
4. Launch Microsoft Word or Wordpad.
5. Navigate to the Appraise\data directory and open your portfolio with the file extension .dut (dod) or .aut (alt).
6. Select All (Control A) then Bold
7. Set font to '8'
8. File>Page setup>margins=0.5
9. File>Page setup>Select Landscape
10. Save As> Save as type: Word Document

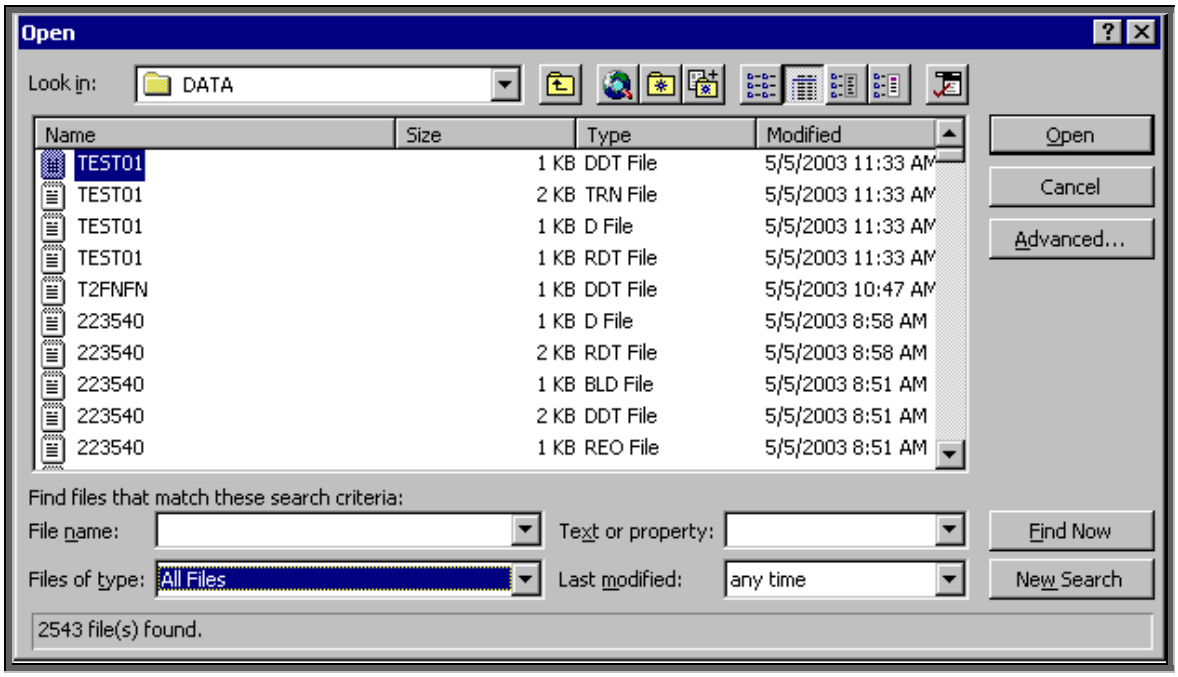
Importing A Portfolio Into A Spreadsheet

Go to Appraise and select a portfolio to print. In the Print Method box, select Save the Reports to Data file, then click print.



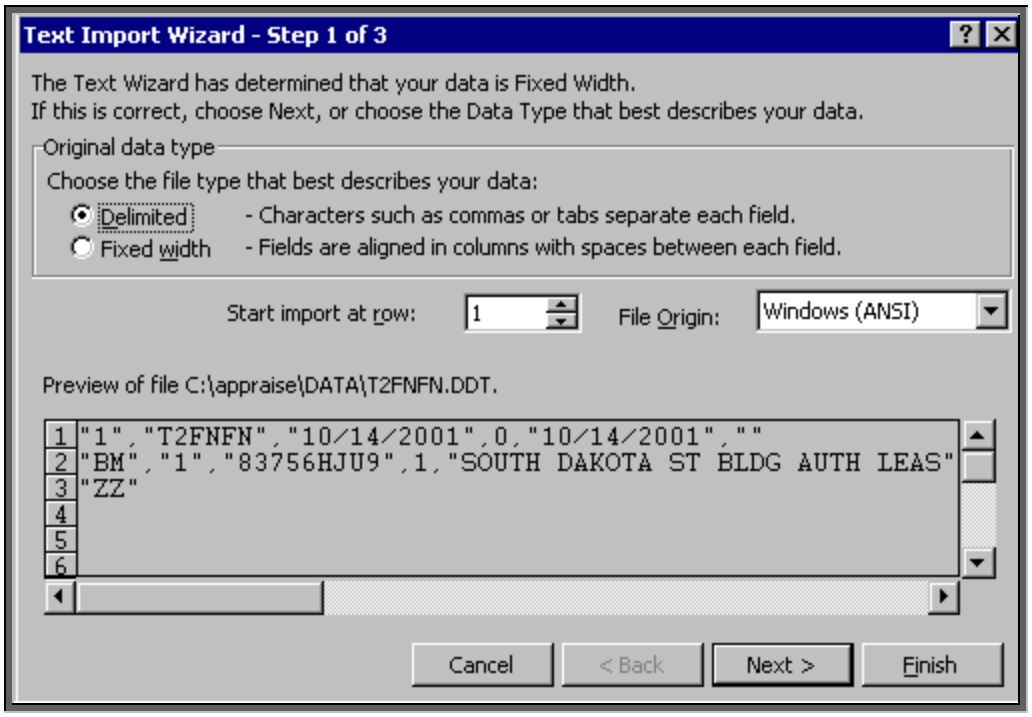
Do not save the printing defaults. Exit Appraise.

Next, open Microsoft Excel™. Open file, and then browse to the directory of the file or type in the filename.

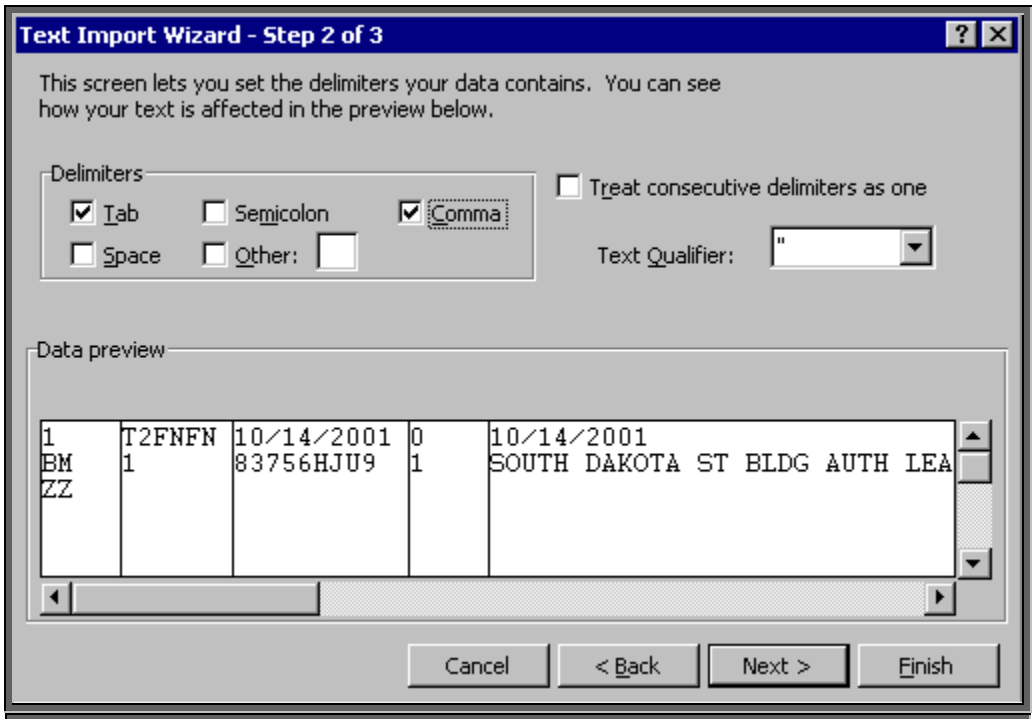

Open
Look in:
DATA
Name
Size
Type
Modified
TEST01 1 KB DDT File 5/5/2003 11:33 AM
TEST01 2 KB TRN File 5/5/2003 11:33 AM
TEST01 1 KB D File 5/5/2003 11:33 AM
TEST01 1 KB RDT File 5/5/2003 11:33 AM
T2FNFN 1 KB DDT File 5/5/2003 10:47 AM
223540 1 KB D File 5/5/2003 8:58 AM
223540 2 KB RDT File 5/5/2003 8:58 AM
223540 1 KB BLD File 5/5/2003 8:51 AM
223540 2 KB DDT File 5/5/2003 8:51 AM
223540 1 KB REO File 5/5/2003 8:51 AM
Open
Cancel
Advanced...
Find files that match these search criteria:
File name:
Text or property:
Find Now
Files of type:
All Files
Last modified:
any time
New Search
2543 file(s) found.

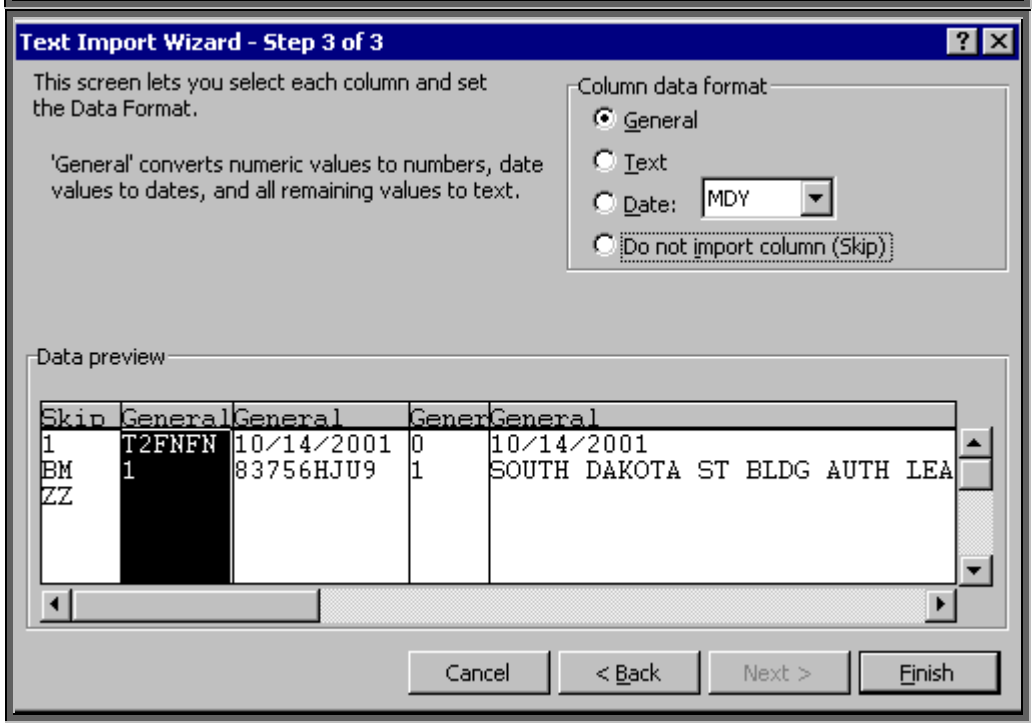
In this example Test01 was selected. Note the file extension of .ddt.

This brings you to the Text Import Wizard. Select Delimited, then click Next.


Text Import Wizard - Step 1 of 3
The Text Wizard has determined that your data is Fixed Width.
If this is correct, choose Next, or choose the Data Type that best describes your data.
Original data type
Choose the file type that best describes your data:
Delimited - Characters such as commas or tabs separate each field.
Fixed width - Fields are aligned in columns with spaces between each field.
Start import at row: 1
File Origin: Windows (ANSI)
Preview of file C:\appraise\DATA\T2FNFN.DDT.
1 "1","T2FNFN","10/14/2001",0,"10/14/2001",""
2 "BM","1","83756HJU9",1,"SOUTH DAKOTA ST BLDG AUTH LEAS"
3 "ZZ"
4
5
6
Cancel
< Back
Next >
Finish

Check comma then click Next.




Text Import Wizard - Step 3 of 3
This screen lets you select each column and set the Data Format.
'General' converts numeric values to numbers, date values to dates, and all remaining values to text.
Column data format
General
Text
Date:
MDY
Do not import column (Skip)
Data preview
Skip General General Gener General
1 T2FNFN 10/14/2001 0 10/14/2001
BM 1 83756HJU9 1 SOUTH DAKOTA ST BLDG AUTH LEA
ZZ
Cancel
< Back
Next >
Finish

Select the fields and data format type. Click Finish. Arrange Cell as needed.

If you have any questions or concerns still remaining after reviewing this manual, please contact Technical Support to set up a training session customized to meet your needs.

Technical Support 201 784 8500 x 107
techsupport@appraisenj.net